



## Regular Meeting Agenda

### Board of Governors

**Date:** May 23 , 2018

**Time:** 4:00 pm – 5:15 pm

**Location:** Surrey Campus,  
Cedar Boardroom 2110

**Attending:** Doug Beaton Sandra Case, Alan Davis, Gavin Dew, Marc Kampschuur, Natasha Lopes, Michael McAdam, Mohammed Mahabub, George Melville, Hanne Madsen, Suzanne Pearce, Kim Rose, Amandeep Singh, Sarbjeet Sarai, Michael Wong

*M = Motion to Approve  
D = Discussion  
I = Information  
E = Education*

**Excused:**

**Presenters and Administrative Resources:** Salvador Ferreras, Marlyn Graziano, Jon Harding, Wendy Ip, Maggie MacKenzie, Lori McElroy, Joe Sass, Stefanie Singer, Keri van Gerven

**Guests:** Ryan Keigher, Chair and David Dryden, Vice Chair / KPU Alumni Association

**4:00 pm Regular Board Meeting**  
**In camera Board Meeting to follow**  
**In camera Debriefing Session to follow**

<i>Agenda Item</i>	<i>Resource</i>	<i>Action</i>	<i>Time</i>	<i>Page</i>
1. Call to Order & Introductory Remarks	Hanne Madsen		4:00	
2. Approval of Agenda	Hanne Madsen	M	4:02-4:03	
3. Presentation: KPU Alumni Association	Ryan Keigher / David Dryden	E	4:03-4:18	
4. Consent Agenda	Hanne Madsen	M	4:18-4:20	4
4.1. Minutes of the March 28, 2018 Regular Board of Governors Meeting				5
4.2. Remittance of Student Organization Fees				11
4.3. 2018-19 and 2019-20 Academic Year Schedules				16
4.4. KSA Annual Fee Change Letter - 2018-2019 Academic Year				20
4.5. Administrative Revisions to the Board Governance Manual				22
5. Audit Committee Report				
5.1. Committee Chair Report	Doug Beaton	I	4:20-4:22	
5.2. Draft Financial Statements for Year Ending March 31, 2018	Joe Sass	M	4:22-4:27	30
5.3. Reappointment of the External Auditor	Doug Beaton	M	4:27-4:29	52



## Regular Meeting Agenda

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<b>6. Finance Committee Report</b>				
6.1. Committee Chair Report	Doug Beaton	I	4:29-4:31	53
6.2. Use of Fiscal 2017/18 Surplus Funds	Alan Davis	M	4:31-4:34	
<b>7. Board Governance Committee</b>				
7.1. Committee Chair Report	Hanne Madsen	I	4:34-4:36	55
7.2. Vision 2023	Alan Davis	I	4:36-4:46	
7.3. Report to the Board on the Implementation of the Sexual Violence & Misconduct Policy	Jane Fee	I	4:46-4:54	62
<b>8. Board Human Resources Committee</b>				
8.1. Committee Chair Report	Sandra Case	I	4:54-4:56	
8.2. Provost & VP Academic Search	Alan Davis	I	4:56-4:59	
<b>9. President's Report</b>				
9.1. Report to the Board	Alan Davis	I	4:59-5:04	
<b>10. Provost's Report</b>				
10.1. Report to the Board	Salvador Ferreras	I	5:04-5:09	
<b>11. Vice President, Finance &amp; Administration's Report</b>				
11.1. Report to the Board	Jon Harding	I	5:09-5:14	
<b>12. License Agreement between The City of Delta and KPU re: Paterson Park</b>	Marlyn Graziano	M	5:14-5:17	68
<b>13. Professional Development: Canadian University Boards Association Conference</b>	Hanne Madsen / Sandra Case	I	5:17-5:22	
<b>14. Senate Report: March 26, 2018 and April 30, 2018</b>	Alan Davis	I	5:22-5:25	79
<b>15. Next Meeting Agenda Contribution</b>	Hanne Madsen	D	5:25-5:27	
<b>16. For the Good of the Order</b>	All	D	5:27-5:30	
<b>17. Feedback on the Meeting</b>	All	D	5:30-5:32	



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<b>18. Appendix:</b>				
18.1. <a href="#">Report to the Board of Governors</a>	Alan Davis	I	5:32-5:35	
<b>19. Next Meeting</b> Regular Board Meeting Wednesday, June 27, 2018 Richmond Campus, Wilson 4900 4:00 – 7:00 pm	Hanne Madsen	I	5:35-5:36	
<b>20. Adjournment</b>	Hanne Madsen		5:36	

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**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#4**  
**May 23, 2018**  
**Hanne Madsen**

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**Agenda Item:**        **Consent Agenda**

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve the following items on the Consent Agenda:</b> <b>4.1 Minutes of the March 28, 2018 Regular Board of Governors Meeting</b> <b>4.2 Remittance of Student Organization Fees</b> <b>AND</b> <b>THAT the Board of Governors receive the following items on the Consent Agenda:</b> <b>4.3 2018-19 and 2019-20 Academic Year Schedules</b> <b>4.4 KSA Annual Fee Change Letter 2018-2019 Academic Year</b> <b>4.5 Administrative Revisions to the Board Governance Manual</b>
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**Attachments:**

1. Minutes of the March 28, 2018 Regular Board of Governors Meeting.
2. Remittance of Student Organization Fees
3. 2018-19 and 2019-20 Academic Year Schedules
4. KSA Annual Fee Change Letter 2018-2019 Academic Year
5. Administrative Revisions to the Board Governance Manual

**Submitted by:**        Maggie MacKenzie

**Date submitted:**     May 6, 2018



**Present Board**

Douglas Beaton  
Sandra Case  
Gavin Dew  
Alan Davis / President & Vice  
Chancellor  
Natasha Lopes  
Marc Kampschuur  
Michael McAdam  
Hanne Madsen / Chair  
Suzanne Pearce  
Kim Rose  
Sarbjee Sarai  
Amandeep Singh  
Michael Wong

**University Vice Presidents**

Salvador Ferreras / Provost & VP Academic  
Marlyn Graziano / VP, External Affairs  
Jon Harding / VP, Finance & Administration

**Presenters and University Resources**

Wendy Ip / Director, Financial Planning, Reporting &  
Assurance  
Maggie MacKenzie / Confidential Assistant, Board of  
Governors  
Lori McElroy / Executive Director, Institutional Analysis &  
Planning  
Joe Sass / Executive Director, Financial Services  
Stefanie Singer / Manager, Budgeting & Planning  
Abby Thorsell / AVP, Human Resources  
Keri van Gerven / University Secretary & Confidential  
Assistant to the President & Vice Chancellor

**Regrets** Mohammed Mahabub  
George Melville / Chancellor

**1. Call to Order**

The Chair called the meeting to order at 4:02 and welcomed Guests.

The Chair also reminded any journalists that all recording devices must be turned off during the meeting.

**2. Approval of Agenda**

**Motion #22-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the agenda.**

**3. Consent Agenda**

**Motion #23-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the following items on the Consent Agenda:**

**3.1 Minutes of the February 7, 2018 Regular Board of Governors Meeting**

**3.2 Employee Code of Conduct**

**AND**

**THAT the Board of Governors receive the following items on the Consent Agenda**

**3.3 Comprehensive Emergency Management Plan (CEMP)**

**3.4 Letter from the KSA dated December 11, 2017 regarding Fees Collected on Behalf of the BC Federation of Students / Canadian Federation of Students / Canadian Federation of Students-Services**

#### **4. Board Chair Report**

Hanne Madsen advised that, in line with the Principles of Good Governance and KPU's commitment to building and sustaining effective governance practices, the Board conducted and is reviewing the results of its Board Evaluation and action plans will be developed for opportunities to strengthen governance practices.

##### ***4.1 Board Terms of Reference***

Hanne Madsen advised that the Board Terms of Reference are on the Agenda for annual review following the approval of the Revised Board Governance Manual.

#### **5. Board Audit Committee Report**

##### ***5.1 Committee Chair Report***

Doug Beaton advised that the Audit Committee completed its annual review of its Terms of Reference and concurred with a number of administrative changes. The University Secretary was asked to make the necessary changes and provide a report to the Board in accordance with her authority granted under the Board Governance Manual. The committee also conducted its regular business regarding internal audits and also confirmed its meeting schedule for 2018/19.

#### **6. Board Finance Committee Report**

##### ***6.1 Committee Chair Report***

Doug Beaton advised that the Finance Committee completed its annual review of its Terms of Reference and concurred with a number of administrative changes. The University Secretary was also asked to make the necessary changes and provide a report to the Board in accordance with her authority granted under the Board Governance Manual.

The committee also confirmed its meeting schedule for 2018/19 and received a presentation on the Comprehensive Emergency Management Plan which has been added to the Consent Agenda as is the Letter from the KSA providing direction to KPU on the collection of specific student fees. All other items are on the agenda.

Mr. Beaton also thanked Jon Harding and all the staff in the Finance Department for all their hard work in the development of the Draft Budget 2018/19.

##### ***6.2 Guard.Me International Insurance***

Salvador Ferreras highlighted the Guard.Me International Insurance coverage and noted that efforts to work with students to sign up for the Medical Services Plan have been doubled.

##### **Motion #24-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the General Services Agreement with Guard.Me International Insurance as recommended by the Board Finance Committee.**

### **6.3 Revisions to Bylaw 4, Fees**

Jon Harding presented the revisions to Bylaw 4, Fees and the International Education Tuition recommendation.

Discussion followed and it was noted that anecdotal information suggests that students take nine credits each semester to allow time for work and outside experiences. It was also noted that the increase in payments to agents is an area of concern and will be reviewed as part of future discussions and contract negotiations. The decision to close international student applications was based on KPU's current capacity and will be revisited in line with the Strategic Enrolment Plan (SEP). It was noted that the SEP team is in place and making good progress on the plan.

*Amandeep Singh joined the meeting.*

A meeting was held with the School of Business Faculty Council to discuss issues faced by faculty and discussions included the need for market diversification and increased student diversity in the classroom. Dr. Ferreras noted that this is an area of his responsibility and he will be working to mitigate impact to both students and faculty.

Tanvir Singh, President of the Kwantlen student Association expressed concern about the international tuition increase, particularly in light of the affordability issues faced by students living in the Vancouver area. In response to a question regarding consultation with students, it was noted that international students have expressed concern that KPU is not offering the diversity or the support services they anticipated.

It was also noted that the increase in international tuition is required to offset costs for infrastructure and the increased demand for student support services to ensure a positive experience for all students.

#### **Motion #25-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve revisions to Bylaw No. 4, Fees.**

### **6.4 Senate Endorsement of the Draft 2018/19 University Budget**

Alan Davis highlighted the memo outlining Senate's endorsement of the Draft 2018/19 University Budget, its observations, recommendations and priorities. As in the past a response from the Board will be drafted and presented by the Board Finance Committee Chair at an upcoming Senate meeting.

Michael Wong advised that he is a member of Senate and the Senate Standing Committee on University Budget.

*Chair confirmed that as Michael Wong is a member of Senate and the Senate Standing Committee on Budget he will not engage in discussions regarding the Draft 2018/19 University Budget.*

### **6.5 Draft 2018/19 University Budget**

Alan Davis introduced the Draft 2018/19 University Budget which also includes increases to tuition as itemized in Bylaw 4, *Fees* and development of the Strategic Enrolment Plan.

#### **Motion #26-17/18**

**MOVED, SECONDED AND CARRIED THAT the Board of Governors approve the 2018/19 University Budget as recommended by the Board Finance Committee.**

### **6.6 Financial Forecast 2017/18**

Joe Sass presented the Financial Forecast for the year ending March 31, 2018 based on Public Sector Accounting Standards and noted that the forecast is subject to change as new information becomes available. The surplus has been allocated to the next fiscal year.

### **6.7 Property Update**

#### **6.7.1 Campus Master Planning**

Jon Harding advised that a Request for Proposal (RFP) will be issued for campus master plan and explained that a student housing submission must include a campus master plan.

#### **6.7.2 Three Civic Plaza**

Jon Harding advised that work is ongoing and that substantial completion is expected by September with a campus opening in January 2019.

#### **6.7.3 Spruce Building**

Jon Harding advised that construction will be completed in May.

## **7. Board Governance Committee Report**

### **7.1 Committee Chair Report**

Hanne Madsen advised that the Governance Committee completed its annual review of the KPU Board Member Position Description and the Code of Conduct. Additionally, the committee confirmed the adequacy of the Code of Conduct. The committee also reviewed its Terms of Reference and confirmed its meeting schedule for 2018/19.

### **7.2 Board Meeting Schedule**

Hanne Madsen advised that the Board Governance Committee reviewed the proposed dates for the 2018/19 Board Meetings for presentation to the Board for discussion. The Board concurred with the proposed 2018/19 Board Meeting schedule

**8. Board Human Resources Committee Report**

**8.1 Committee Chair Report**

Sandra Case advised that the Human Resources Committee completed its annual review of its Terms of Reference and confirmed its meeting schedule for 2018/19. The Committee also approved administrative changes to the Employee Code of Conduct which was approved as part of the Consent Agenda.

**9. President's Report**

**9.1 Report to the Board**

Alan Davis advised that the President's Report was included in the Report to the Board and noted that the report focusses on the 25<sup>th</sup> anniversary of the opening of the music program in Langley as well as the 25<sup>th</sup> anniversary of the Langley campus.

It was also noted that Borealis String Quartet-In-Residence at KPU performed at the President's Annual SFU Surrey Gala dinner.

**10. Provost's Report**

**10.1 Report to the Board**

Salvador Ferreras advised that the Provost's Report was included in the Report to that Board and noted that the Federal and Provincial Budgets tabled recently included initiatives that appear favourable to post-secondary education. Dr. Ferreras also advised that consultations have concluded and that a high level draft of the Academic Plan 2023 was presented to Senate.

*Salvador Ferreras was excused from the meeting.*

**11. Vice President, Finance & Administration**

**11.1 Report to the Board**

Jon Harding introduced Wendy Ip / Director, Financial Planning, Reporting and Assurance and advised that the Director, Financial Operations and Director, Business Services positions have now been filled. The search is underway for the Chief Information Officer (CIO) and that the job description for the Director, Business Performance & Advisory Services is being revised.

**12. University Secretary's Report**

**12.1 Administrative Revisions to the Board Governance Manual**

Keri van Gerven noted that the Audit and Finance Committee's reviewed and concurred with a number of administrative changes to their Terms of Reference. In line with the authority granted to the University Secretary to make and publish amendments to the Board Manual that are minor of administrative in nature the documentation noting the revisions is provided for information.

**13. Senate Report:  
January 29, 2018 and  
February 26, 2018**

Alan Davis advised that the Senate Reports for January 29, 2018 and February 26, 2018 were included in the meeting package. Dr. Davis advised that Senate has been very active in reviewing and approving a significant

number of curriculum changes and receiving briefings on the Academic Plan and Vision 2023.

**14. Next Meeting Agenda Contribution**

Board members were asked to send contributions for the next meeting agenda to Keri van Gerven two weeks in advance of the meeting.

**15. For the Good of the Order**

Alan Davis announced the launch of the first edition of the KPU's Alumni Magazine and copies of the magazine were distributed to members of the Board. Marlyn Graziano recognized Nancy Armitage as the driving force in the launch of the magazine with the assistance and support of the Marketing Department. Ms. Graziano advised that 10,000 copies will be mailed to alumni as well as former members of the Board of Governors. A deconstructed version of the publication will also be available on line.

KPU will host the Surrey Fire Fighters' Ignite a Dream charity event at KPU Tech with proceeds benefiting students.

The KPU Wilson School of Design will host the upcoming Richmond Chamber of Commerce Annual General Meeting.

**13. Feedback on the Meeting**

There was no additional feedback on the meeting.

**14. Appendix:**

***14.1 Report to the Board of Governors***

The Report to the Board of Governors was received and hard copies of the report were distributed to the Board.

**15. Next Meeting**

Wednesday, May 23, 2018 at the Surrey Campus, Cedar Boardroom 2110 at 4:00 pm.

Board members wishing to attend a meeting via videoconference or teleconference were asked to notify Keri van Gerven or Maggie MacKenzie well in advance of the meeting so that the set up can be completed and the technology tested prior to the start of the meeting.

**16. Adjournment**

The meeting adjourned at 4:44 pm.

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**Board Chair**



**Board of Governors**  
**Consent Agenda Item:** 4.2  
**Meeting Date:** May 23, 2018  
**Presenter(s):** Jane Fee

**Agenda Item:** Remittance of Student Organization Fees

<b>Action Requested:</b>	<input checked="checked" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Board Committee Report:</b>	<p>At its meeting held on May 15, 2018 the Board Finance Committee approved the following motion for recommendation to the Board of Governors and agreed that this item would be presented to the Board of Governors for approval as part of the Consent Agenda at the May 23, 2018 Board of Governors Meeting.</p> <p>WHEREAS,</p> <p>A. Prior to May 1, 2018, the Kwantlen Student Association (“KSA”) maintained memberships in the following national and provincial student organizations: the British Columbia Federation of Students (“BCFS”), the Canadian Federation of Students (“CFS”) and the Canadian Federation of Students-Services (“CFS-S”) (collectively the “Student Organizations”).</p> <p>B. Section 27.1(3) of the <i>University Act</i> obliges KPU, on annual notice from the KSA, to collect student fees in respect of national and provincial student organizations, such as the Student Organizations, in which the KSA maintains membership. Section 27.1(3) of the <i>University Act</i> also contemplates that, once collected, KPU will remit such fees (“Fees”) either to the KSA or directly to the Student Organizations, whichever arrangement is agreed to between KPU and the KSA.</p> <p>C. The Student Organizations jointly had issued a Direction to Pay dated for reference September 30, 2017 authorizing KPU to pay the Fees into a jointly held financial account (“Direction to Pay”) and the Board resolved on June 28, 2017 to remit the Fees in accordance with the Direction to Pay.</p> <p>D. The KSA has since advised KPU that its membership in the BCFS will terminate effective May 1, 2018 and there is no longer any basis for KPU to collect and remit student fees in respect of membership in the BCFS.</p> <p>E. By letter dated May 10, 2018 (copy attached), the KSA and KPU have agreed that effective June 1, 2018, KPU will resume remitting the Fees directly to KSA in accordance with section 27.1(3) of the <i>University Act</i> with the KSA assuming responsibility to administer and distribute the appropriate payments to the CFS and the CFS-S.</p>
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	<p>F. Each of the Student Organizations has confirmed that they have no objection to the revocation of the Direction to Pay or the timing of such revocation.</p> <p>IT IS THEREFORE RESOLVED THAT THE BOARD FINANCE COMMITTEE APPROVE FOR RECOMMENDATION TO THE BOARD OF GOVERNORS THAT:</p> <ol style="list-style-type: none"> <li>1. KPU shall terminate all existing arrangements for the remittance of student fees collected by KPU under section 27.1(3) of the University Act ("Fees"), including those approved in the Board of Governor's June 28, 2017 resolution regarding fee remittances under a Direction to Pay issued jointly by the Kwantlen Students Association ("KSA"), the Confederation of Students, the Confederation of Students – Services and the BC Federation of Students and dated for reference September 30, 2018. The termination shall have effect at 11:59pm May 31, 2018.</li> <li>2. Management is directed that as of June 1, 2018 KPU shall remit any future Fees collected under section 27.1(3) of the University Act to the KSA, including Fees collected on behalf of the CFS and CFS-S.</li> </ol>
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**Recommended Motion:**

N/A

**Context & Background:**

Pursuant to Section 27.1(3) of the *University Act*, on annual notice from a student society, the board must collect fees on behalf of a provincial or national student organization, and remit them to the student society or directly to the provincial or national student organization, as may be agreed by the board and the student society.

**Key Messages:**  
[maximum of three]

1. **As of May 1, 2018, the KSA and its individual members are no longer members of the BCFS; therefore there is no basis for collecting fees from students for the BCFS.**
2. **Until May 31, 2018, fees collected from KPU students on behalf of the CFS, CFS-S and BCFS will continue to be remitted to a joint account established by the CFS, CFS-S and BCFS pursuant to the Direction to Pay dated, for reference, September 30, 2017.**
3. **As of June 1, 2018, fees collected from students by KPU on behalf of the CFS and CFS-S will be remitted directly to the KSA in accordance with section 27.1 of the University Act (BC) and by written agreement May 10, 2018 between KPU and the KSA.**





<b>Board of Governors</b>	<b>Regular Meeting</b>
<b>Consent Agenda Item:</b>	<b>4.2</b>
<b>Meeting Date:</b>	<b>May 23, 2018</b>
<b>Presenter(s):</b>	<b>Jane Fee</b>

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**Attachments:** Letter dated May 10, 2018 providing written evidence of the agreement between the Kwantlen Student Association (KSA) and Kwantlen Polytechnic University (KPU) concerning future payment and remittance arrangements for student fees collected by KPU under Section 27.1(3) of the *University Act*.

**Submitted by:** Jane Fee / Vice Provost, Students

**Date submitted:** May 16, 2018



KWANTLEN POLYTECHNIC UNIVERSITY

**MAILING ADDRESS**

12666-72 Ave, Surrey, BC  
Canada V3W 2M8

May 10, 2018

Kwantlen Student Association  
12666 72 Avenue  
Surrey, BC V3M 2M8

Attention: Caitlin McCutchen and Jeremy McElroy

Dear Ms. McCutchen and Mr. McElroy:

**Re: Student Fees**

We write to confirm our recent discussions and agreements concerning future payment and remittance arrangements for student fees collected by Kwantlen Polytechnic University ("KPU") under section 27.1(3) of the *University Act* ("Fees").

As you are aware, the *University Act*, section 27.1(3) contemplates that the Kwantlen Student Association ("KSA") will reach agreement with the Board of KPU concerning the question of whether (1) the Fees will be remitted by KPU to the KSA, or (2) whether the Fees will be remitted by KPU directly to the applicable provincial or national student organization(s).

The purpose of this letter is to provide written evidence of our verbal agreement as follows:

1. Commencing on June 1, 2018, KPU will remit the Fees to the KSA, and the KSA shall be responsible for remitting such Fees to the Canadian Federation of Students and the Canadian Federation of Students-Services, as the student organizations in which the KSA currently maintains membership.
2. All prior arrangements between KPU and the KSA concerning the remittance or payment of the Fees are hereby revoked, including the Direction to Pay jointly issued by the KSA, the Canadian Federation of Students, the Canadian Federation of Students-Services, and the BC Federation of Students dated for reference September 30, 2017.

The above agreement is subject to the approval of the KPU Board of Governors, and we therefore ask that you sign and return the enclosed copy of this letter to confirm the KSA's agreement to the above terms. A copy of this letter will be provided to the Board for its approval.

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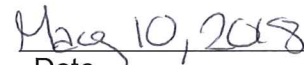

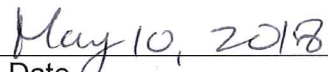
The parties to the Direction to Pay will be provided with notice of these new payment remittance arrangements.

Sincerely,



Jane Fee, PhD  
Vice Provost, Students

**AGREED TO: KWANTLEN STUDENT ASSOCIATION**

  
\_\_\_\_\_  
Caitlin McCutchen  
President  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Jeremy McElroy  
Executive Director  
\_\_\_\_\_  
Date

## 2018-19 Academic Year Schedule

### KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 03, 2018	Good Friday	Fri, Apr 19, 2019
Thanksgiving	Mon, Oct 08, 2018	Easter Monday	Mon, Apr 22, 2019
Remembrance Day (in lieu)	Mon, Nov 12, 2018	Victoria Day	Mon, May 20, 2019
KPU Winter Closure (TBC)	Dec 24, 2018 – Jan 1, 2019	Canada Day	Mon, Jul 01, 2019
Family Day	Mon, Feb 11, 2019	BC Day	Mon, Aug 05, 2019

### SUMMARY

Semester Duration <i>(first day of classes until final grade submission deadline)</i>	
<b>Fall 2018</b>	Sep 04 – Dec 19
<b>Spring 2019</b>	Jan 03 – Apr 25
<b>Summer 2019</b>	May 06 – Aug 21

### FULL SEMESTER DATES

Semester	Fall	Spring	Summer
<b>Instructional Period</b>			
First day of classes	Tue, Sep 04	Thurs, Jan 03	Mon, May 06
Reading break		Mon Feb 11-Feb 16	
Last day to withdraw	Fri, Nov 02	Fri, Mar 08	Fri, July 05
Last day of classes	Mon, Dec 03	Sat, Apr 06	Sat, Aug 03
<b>Exam Period</b>			
Final exams start	Wed, Dec 05	Tue, Apr 09	Wed, Aug 07
Final exams end	Thurs, Dec 13	Wed, Apr 17	Thurs, Aug 15
<b>Grade Submission Deadline</b>	Wed, Dec 19	Thurs, Apr 25	Wed, Aug 21

Days of instruction (holidays /closures removed):

Semester	Fall	Spring	Summer
Mondays	11	12	11
Tuesdays	13	12	13
Wednesdays	13	12	13
Thursdays	13	13	13
Fridays	13	13	13
Saturdays	13	13	13
<b>TOTAL</b>	<b>76</b>	<b>75</b>	<b>76</b>
Exam days	8	8	8

## INTERSESSION DATES

Session One	Fall	Spring	Summer
<b>Instructional Period</b>			
First day of classes	Tue, Sep 04	Thurs, Jan 03	Mon, May 06
Last day to withdraw	Mon, Oct 1	Wed, Jan 30	Mon, June 03
Last day of classes	Mon, Oct 15	Tue, Feb 19	Mon, Jun 17
<b>Exam Period</b>			
Final exams start	Wed, Oct 17	Thurs, Feb 21	Wed, Jun 19
Final exams end	Fri, Oct 19	Sat, Feb 23	Fri, Jun 21

Session Two	Fall	Spring	Summer
<b>Instructional Days</b>			
First day of classes	Mon, Oct 29	Mon, Mar 04	Tues, Jul 02
Last day to withdraw	Mon, Nov 26	Sat, Mar 30	Mon, Jul 29
Last day of classes	Mon, Dec 10	Fri, Apr 12	Mon, Aug 12
<b>Exam Period</b>			
Final exams start	Wed, Dec 12	Tue, Apr 16	Wed, Aug 14
Final exams end	Fri, Dec 14	Thurs, Apr 18	Fri, Aug 16

Days of instruction:

Semester	Fall		Spring		Summer	
Session	One	Two	One	Two	One	Two
Mondays	5	6	6	6	6	5
Tuesday	6	6	6	6	6	6
Wednesdays	6	6	5	6	6	6
Thursdays	6	6	6	6	6	6
Fridays	6	6	6	6	6	6
Saturdays	6	6	6	5	6	6
<b>TOTAL</b>	<b>35</b>	<b>36</b>	<b>35</b>	<b>35</b>	<b>36</b>	<b>35</b>
Exam Days	3	3	3	3	3	3

## 2019-20 Academic Year Schedule

### KPU HOLIDAYS/CLOSURES

Labour Day	Mon, Sep 02, 2019	Good Friday	Fri, Apr 10, 2020
Thanksgiving	Mon, Oct 14, 2019	Easter Monday	Mon, Apr 13, 2020
Remembrance Day	Mon, Nov 11, 2019	Victoria Day	Mon, May 18, 2020
KPU Winter Closure (TBC)	Dec 24, 2019 – Jan 1, 2020	Canada Day	Wed, Jul 01, 2020
Family Day	Mon, Feb 10, 2020	BC Day	Mon, Aug 03, 2020

### SUMMARY

Semester Duration <i>(first day of classes until final grade submission deadline)</i>	
<b>Fall 2019</b>	Sep 03 – Dec 18
<b>Spring 2020</b>	Jan 03 – Apr 30
<b>Summer 2020</b>	May 11 – Aug 26

### FULL SEMESTER DATES

Semester	Fall	Spring	Summer
<b>Instructional Period</b>			
First day of classes	Tue, Sep 03	Fri, Jan 03	Mon, May 11
Reading break		Mon Feb 10-Feb 15	
Last day to withdraw	Fri, Nov 01	Tues, Mar 10	Fri, July 10
Last day of classes	Mon, Dec 02	Thurs, Apr 09	Mon, Aug 10
<b>Exam Period</b>			
Final exams start	Wed, Dec 04	Wed, Apr 15	Wed, Aug 12
Final exams end	Thurs, Dec 12	Thurs, Apr 23	Thurs, Aug 20
<b>Grade Submission Deadline</b>	Wed, Dec 18	Thurs, Apr 30	Wed, Aug 26

Days of instruction (holidays /closures removed):

Semester	Fall	Spring	Summer
Mondays	11	13	12
Tuesdays	13	13	13
Wednesdays	13	13	12
Thursdays	13	13	13
Fridays	13	13	13
Saturdays	13	13	13
<b>TOTAL</b>	<b>76</b>	<b>78</b>	<b>76</b>
Exam days	8	8	8

## INTERSESSION DATES

Session One	Fall	Spring	Summer
<b>Instructional Period</b>			
First day of classes	Tue, Sep 03	Fri, Jan 03	Mon, May 11
Last day to withdraw	Mon, Sep 30	Thurs, Jan 30	Mon, Jun 08
Last day of classes	Tue, Oct 15	Thurs, Feb 20	Mon, Jun 22
<b>Exam Period</b>			
Final exams start	Thurs, Oct 17	Mon, Feb 24	Wed, Jun 24
Final exams end	Sat, Oct 19	Wed, Feb 26	Fri, Jun 26

Session Two	Fall	Spring	Summer
<b>Instructional Days</b>			
First day of classes	Mon, Oct 28	Mon, Mar 09	Mon, Jul 06
Last day to withdraw	Mon, Nov 25	Sat, Apr 04	Sat, Aug 01
Last day of classes	Mon, Dec 09	Tues, Apr 21	Mon, Aug 17
<b>Exam Period</b>			
Final exams start	Wed, Dec 11	Thurs, Apr 23	Wed, Aug 19
Final exams end	Fri, Dec 13	Sat, Apr 25	Fri, Aug 21

Days of instruction:

Semester	Fall		Spring		Summer	
Session	One	Two	One	Two	One	Two
Mondays	6	6	6	6	6	5
Tuesday	6	6	6	6	6	6
Wednesdays	6	6	6	6	6	6
Thursdays	6	6	6	6	6	6
Fridays	6	6	6	6	6	6
Saturdays	6	6	6	6	6	6
<b>TOTAL</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>36</b>
Exam Days	3	3	3	3	3	3





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23 March 2018

Dr. Jane Fee  
KPU Vice-Provost, Students

Re: KSA Annual Fee Change Letter – 2018-2019 Academic Year

Dear Dr. Fee,

Pursuant to Section 21 (1) of the *University Act* of British Columbia, please consider this letter as formal notice of the changes to fees of the Kwantlen Student Association for the **2018-2019 academic year** for consideration at the **28 March 2018** KPU Board of Governors Meeting.

Additionally, pursuant to the November 2015 referendum tying fees to the Canadian Consumer Price Index (CPI) all KSA fees will be increasing by 2.1% for the 2018-19 academic year.

1. **Operating Fund:**

- a. Beginning **1 September 2018** - For semester-based students, \$9.36 per student plus \$3.12 per credit to a maximum of \$52.02 per semester;
- b. For fixed-term and continuous intake students, \$3.02 per week.

2. **Advocacy Service:**

- a. Beginning **1 September 2018** - For semester-based students, \$0.26 per credit;
- b. For fixed-term and continuous intake students, \$0.23 per week.

3. **Bursary Fund:**

- a. Beginning **1 September 2018** - For semester-based students, \$1.04 per semester;
- b. For fixed-term and continuous intake students, \$0.11 per week.

4. **Clubs and Events Fund:**

- a. Beginning **1 September 2018** - For semester-based students, \$0.67 per credit;
- b. For fixed-term and continuous intake students, \$0.59 per week.

5. **Intramurals (ActiveKSA) Fund:**

- a. Beginning **1 September 2018** - For semester-based students, \$0.32 per credit;
- b. For fixed-term and continuous intake students, \$0.28 per week.

6. **Lobby Fund:**

- a. Beginning **1 September 2018** - For semester-based students, \$0.37 per credit;
- b. For fixed-term and continuous intake students, \$0.33 per week.

7. **Peer Support Program:**

- a. Beginning **1 September 2018** - For semester-based students, \$0.26 per credit;
- b. For fixed-term and continuous intake students, \$0.23 per week.



8. **Reboot Computer Service:**
  - a. Beginning **1 September 2018** - For semester-based students, \$0.34 per credit;
  - b. For fixed-term and continuous intake students, \$0.30 per week.
9. **Social Justice Fund:**
  - a. Beginning **1 September 2018** - For semester-based students, \$0.21 per credit;
  - b. For fixed-term and continuous intake students, \$0.18 per week.
10. **START Volunteer Program Fund:**
  - a. Beginning **1 September 2018** - For semester-based students, \$0.41 per credit;
  - b. For fixed-term and continuous intake students, \$0.36 per week.
11. **SUB Capital Fee:**
  - a. Beginning **1 September 2018** - For semester-based students, \$3.02 per credit;
  - b. For fixed-term and continuous intake students, \$2.70 per week.
12. **Student Association Extended Health Plan:**
  - a. Beginning **1 September 2018** - \$87.55 per year for all eligible students.
13. **Student Association Dental Plan:**
  - a. Beginning **1 September 2018** - \$113.30 per year for all eligible students.
14. **Canadian Federation of Students Fee:**
  - a. Beginning **1 May 2018** - For semester-based students, \$0.51 per credit to a maximum of \$4.57 per semester;
  - b. For fixed-term and continuous intake students, \$0.45 per week.
15. **MultiPass & Upass BC Fees:**
  - a. Beginning **1 May 2018** - \$41.00 per month **U-Pass BC Fee** for all eligible students.
  - b. \$10.00 per month **MultiPass Fee** for all eligible students.
  - c. These fees were previously combined on the KPU calendar, however, they are separate fees.
16. All other fees remain at current collection rates.

In accordance with existing practices, when remitting fees to the KSA we would ask that KPU please continue to provide detailed break-downs of each individual fee and provide us with separate cheques for each fee category for auditing and accounting purposes.

Thank you for your continued cooperation and support of KPU students.

Respectfully submitted,



**Tanvir Singh**  
President



**Jeremy McElroy**  
Executive Director

cc: Hanne Madsen, KPU Board of Governors Chair  
Keri van Gerven, KPU University Secretary  
Rolando Navarro, KSA Financial Controller



**Board of Governors**      **Regular Meeting**  
**Consent Agenda Item:**    **4.4**  
**Meeting Date:**            **May 23, 2018**  
**Presenter(s):**            **Keri van Gerven**

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**Agenda Item:**            **Administrative Revisions to the Board Governance Manual**

<b>Action Requested:</b>	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>N/A</b>
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**Board Committee Report:**    For University Secretariat Use Only

**Context & Background:**        As stated in the Board Governance Manual, Section 1 – Introduction, the University Secretary, after consulting with the Board Chair, may make and publish amendments to this Board Manual that are minor or administrative in nature.

**Key Messages:**                1. **Administration changes were noted during the process of drafting and revising the Governance Guidelines and Workplan for the Board and its committees.**  
*[maximum of three]*                    2. **The revisions include amendments to section, footnote and policy references.**  
                                        3. **The Audit Committee Chair's role in reviewing the Board Chair's expenses has been expanded to include approval of those expenses which was inadvertently omitted during the revision process of the Board Manual**  
                                        4. **Policy BP4 – Master Campus Planning Policy was added to the Finance Committee Terms of Reference.**

**Attachments:**                1. Section 6 - Board Terms of Reference – Page 23  
                                        2. Section 13 - Audit Committee Terms of Reference – Pages 50, 53 and 55  
                                        3. Section 14 - Finance Committee Terms of Reference – Page 60  
                                        4. Section 16 - Governance Committee Terms of Reference – Pages 66 and 68

**Submitted by:**                Keri van Gerven, University Secretary

**Date submitted:**            May 11, 2018

- g) at the request of the Minister, prepares and submits, an annual report together with financial statements, and other information that the Minister considers necessary to carry out the Minister's responsibilities under the *University Act*.<sup>35</sup>

### **Code of Conduct**

The Board:

- a) establishes, and updates as required, a Code of Conduct for Board Members which includes the duties of Members of the Board or its Committees in conflict of interest situations;
- b) approves a Code of Conduct<sup>36</sup> for all KPU employees and monitors through Senior Leadership, compliance with all significant policies that govern KPU's operations; and
- c) adheres to the Code of Conduct for Board Members as described in Section ~~26-9~~

### **Appeal**

The Board:

- a) conducts appeal hearings for any member of the teaching and administrative staffs and any officer or employee of KPU suspended by the President.<sup>37</sup>

### **Communications**

The Board:

- a) ensures KPU has a plan in place to communicate effectively with students, faculty, employees, government, stakeholders and the public.

The President is the primary spokesperson for KPU and the Board Chair is the primary spokesperson for the Board. As authorized by the President, KPU has additional spokespersons for specific subject matters<sup>38</sup>.

### **Government Relations**

The Board:

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<sup>35</sup> *University Act*, s. 32(1) and s. 49(1). See for example the Ministry of Advanced Education's reporting requirements for BC's public post-secondary institutions at <http://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration>

<sup>36</sup> Taxpayer Accountability Principles: Strengthening Public Sector Governance and Accountability (June 2014)

<sup>37</sup> *University Act*, s. 60(3).

<sup>38</sup> See Section 9, "Public Statements"

### 13. AUDIT COMMITTEE TERMS OF REFERENCE

#### Purpose

The purpose of the Audit Committee (the “Committee”) is to assist the Board in fulfilling its obligations and oversight responsibilities relating to the internal and external audit processes, financial reporting, risk management and the system of internal controls that management and the Board have established, and when required, to make recommendations to the full Board for approval.

In the process of overseeing KPU’s audit procedures, the Committee will have unrestricted access to KPU’s personnel and documents, and will be provided with the resources necessary to carry out its responsibilities, including external advisors in accordance with Section 6 of this Board Manual.<sup>78</sup>

#### Composition and Quorum

The Committee is composed of at least four Members, all of whom must be Appointed Members and “independent”.<sup>79</sup>

Committee members must be financially literate.<sup>80</sup> At least one member of the Committee must have a financial designation or significant relevant financial management expertise. The Chair of the Audit Committee must not be the Chair of the Board.

A majority of members of the Committee constitutes a quorum.

#### Audit Oversight Responsibilities

Subject to the powers and duties of the Board, the Audit Committee performs the following duties.

#### Risk Management

<sup>78</sup> See Section 6 ([Board Terms of Reference](#)) in this Board Manual for additional information on external advisor engagement.

<sup>79</sup> In this context, “independent” means having no material direct or indirect association with KPU, which could, in the view of KPU’s Board, reasonably interfere with the exercise of the Member’s independent judgment.

<sup>80</sup> In this context, “financially literate” means that the Member has the ability to read and understand a set of financial statements which present a breadth and level of complexity of accounting issues that are generally comparable to the breadth and complexity of the issues that can reasonably be expected to be raised by KPU’s financial statements.

**Financial Reporting****The Committee:**

- a) reviews KPU's annual financial statements to ensure they are fairly presented in all material respects in accordance with generally accepted accounting and financial reporting principles;
- b) reviews the financial statements and reports, and recommends their approval or disapproval to the Board; the Committee will provide an explanation if it cannot recommend approval;
- c) discusses with Senior Leadership and with the External Auditor such matters as:
  - i) all proposed changes in accounting policy;
  - ii) the import and presentation of all large risks or uncertainties;
  - iii) compliance with accounting standards;
  - iv) adjustments arising out of the audit process and related party transactions; and
  - v) all estimates or judgments of Senior Leadership that may be material to financial reporting;
- d) discusses with Senior Leadership and the External Auditor significant financial reporting, record or presentation issues identified during the fiscal period and the manner of their resolution;
- e) examines the audited annual financial statements in conjunction with the reports of the External Auditor, which may include determining whether the statements:
  - i) properly reflect the significant accounting policies selected;
  - ii) reflect estimates and other financial statements elements that are reasonable and consistent;
  - iii) adequately disclose all major transactions and issues;
  - iv) disclose all post-year-end significant events; and
  - v) are understandable, relevant, reliable and comparable;
- f) reviews and recommends to the Board approval of the:
  - i) annual audited financial statements;
  - ii) management discussion and analysis that accompanies the audited financial statements.

The Chair of the Audit Committee reviews **and approves** the Board Chair's expenses quarterly and reports any issues or concerns to the Committee.

- a) annually and/or as required, reviews the Conflict of Interest Registry of Conflict of Interest disclosures<sup>84</sup> filed by Board Members; and
- b) at least annually submits the Conflict of Interest Registry to the Board of Governors for review.

### Compliance

The Committee:

- a) confirms the appropriate policies and procedures are in place for monitoring compliance with All Applicable Laws and ascertains their adequacy and the levels of compliance;
- b) advises the Board on any new or pending developments in accounting and/or reporting standards;
- c) reports to the Board all financial matters of which the Committee has knowledge that may materially affect the current or future position of KPU; and
- d) reviews such other matters that the Committee or the Board deems advisable or timely.

### Meetings

The Committee meets at least four times per year. Additional meetings may be held as deemed necessary by the Committee Chair or as requested by any two Committee members or the External or Internal Auditor.

### Committee Support

The Vice-President Finance and Administration, Provost and Vice-President Academic Internal Auditor approved by the Board of Governors and the University Secretary or designates support the Committee in carrying out its work.

### Responsibility for Policy Review

The Committee has responsibility to review as required by the policy, and more frequently if necessary (based on legislative changes, public sector reporting requirements, or a development in governance best practices) all Board Bylaws and Board-Approved University Policies and sections of this Board Manual which relate to audit matters, including the following:

<sup>84</sup> Appendix "H.3" Annual Conflict of Interest Disclosure

- a) confirms the appropriate policies and procedures are in place for monitoring compliance with applicable laws and ascertains their adequacy and the levels of compliance;
- b) reports to the Board all financial matters of which the Committee has knowledge that may materially affect the current or future position of KPU; and
- c) reviews such other matters that the Committee or the Board deems advisable or timely.

### Meetings

The Committee meets at least four times per year. Additional meetings may be held as deemed necessary by the Committee Chair or as requested by any two Committee members.

### Committee Support

The Vice-President Finance and Administration, Provost and Vice-President Academic and the University Secretary or designates support the Committee in carrying out its work.

### Responsibility for Policy Review

The Committee has responsibility to review as required by the policy, and more frequently if necessary (based on legislative changes, public sector reporting requirements, or a development in governance best practices) all Board Bylaws and Board-Approved University Policies and sections of this Board Manual which relate to financial matters, including the following:

#### Board Bylaws and Board Manual Sections

- a) By Law 4 – Fees
- b) Section 14 – Finance Committee Terms of Reference
- c) Section 26 – Board Member Remuneration and Expenses

#### Board-Approved University Policies

- a) BP4 Campus Master Planning
- ~~a)b)~~ GV 4 Signing Authority Policy and Procedure and Schedules of Signatures 1 and 2
- ~~b)c)~~ ER9 Political Fundraising Expenses Policy and Procedure
- ~~c)d)~~ FM2 Management and Investment of Operating Funds Policy, Procedures and Investment Policy Statement & Strategies

- e) in respect of Appointed Members, works with the Board Chair and President to identify potential candidates for appointment to the Board;<sup>102</sup>
- f) in respect of Elected Members and in advance of an election, ensures that each constituency is provided with a copy of the Individual Board Member's Position Description and the Skills Competency Matrix for Governing Board <sup>103</sup> in order to communicate to the constituencies the desired knowledge, experience and skills for the upcoming election;
- g) leads the Board Chair and Vice Chair succession planning process as detailed in the Board Chair Succession Planning section of this Board Manual;
- h) ensures programs are in place for new Board Member orientation and ongoing professional development;<sup>104</sup>
- i) reviews and recommends the annual review processes for evaluating the effectiveness of the Board and other areas as appropriate under section 21 of this Board Manual;
- j) periodically reviews and assesses KPU's governance communications to stakeholders and the general public with respect to its policies and practices in the area of governance, including the communication contained on KPU's internal and external websites;
- k) considers recommendations from the Senate for the establishment and discontinuance of Faculties and Departments;<sup>105</sup>
- l) considers recommendations from Senate for the establishment and discontinuance of Programs with regard to adherence to the strategic priorities, mission, vision and mandate of KPU; <sup>106</sup>
- m) annually reviews and ensures the adequacy of KPU's Code of Conduct for Board Members<sup>107</sup>;

<sup>102</sup> Potential candidates are recommended to the Ministry of Advanced Education and the Crown Agency Board Resourcing Office through the Board Chair, assisted by the University Secretary.

<sup>103</sup> Refer to Appendix "E" and Section 19 (Board Composition and Succession Planning) of this Board Manual for more information.

<sup>104</sup> Refer to Section 20 (Orientation and Professional Development) of this Board Manual for further information.

<sup>105</sup> *University Act*, s. 27(2)(i) and 35.2(6)(e).

<sup>106</sup> *University Act*, s.35.2(6)(b) and 27(2)(i)

<sup>107</sup> Refer to Section 9 (Individual Board Member Position Description and Code of Conduct) of this Board Manual for further information.



- n) Section 21 – Board and Board Member Evaluation
- o) Section 24 – Board Chair Succession Planning

**Board-Approved University Policies**

- a) AC1 Advisory Committees
- b) AC3 Program Review
- c) AC8 Principles of Academic Freedom and Responsibility
- d) AC10 Establishment, Revision, Suspension and/or Discontinuance of Programs
- e) AC13 Qualifications for Faculty Members
- f) AD4 Continuing Education and Contract Services
- g) AR17 Academic Schedule
- h) ER 8 Asset Naming Opportunities
- i) ER9 Political Fundraising Expenses
- j) GV 2 Protocol for the Development of University Policies
- k) GV7 Advisory Boards (Non-Program)
- l) GV9 Establishment and/or Discontinuance of Faculties and Departments
- m) GV10 Mission, Vision and Values Development and Amendment
- n) ST7 Student Conduct (Non-Academic)
- o) ~~SRT~~14 Sexual Violence and Misconduct



**Board of Governors**

**Agenda Item:**

**Meeting Date:**

**Presenter(s):**

**Regular Meeting**

**#5.2**

**May 23, 2018**

**Jon Harding**

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**Agenda Item:**        **Draft Financial Statements for Year Ending March 31, 2018**

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve the Draft Financial Statements for the Year Ending March 31, 2018 as recommended by the Board Audit Committee.</b>
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**Board Committee Report:**        At its meeting held on May 15, 2018, the Board Audit Committee approved the Draft Financial Statements for the Year Ending March 31, 2018 for recommendation to the Board of Governors.

**Context & Background:**        The annual draft financial statements are subject to external audit and must be approved by the Board of Governors before inclusion in the Province's annual financial statements. The draft financial statements are prepared by KPU management in accordance with Public Sector Accounting Standards.

**Key Messages:**        1.    **KPU saw a \$13 million surplus in fiscal 2018 driven by increases in international enrolment/revenues. Expenditures were in line with the Board approved KPU fiscal Budget.**  
*[maximum of three]*                2.    **KPMG, the current external auditor, will provide a summary of their audit of the Draft Financial Statements for the Year Ending March 31, 2018.**

**Attachments:**        Draft Financial Statements for Year Ending March 31, 2018

**Submitted by:**        Jon Harding / Vice President, Finance & Administration

**Date submitted:**        May 16, 2018

Financial Statements of

**KWANTLEN POLYTECHNIC UNIVERSITY**

Year ended March 31, 2018

DRAFT

## MANAGEMENT'S STATEMENT OF RESPONSIBILITY

To the Board of Governors of Kwantlen Polytechnic University

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in compliance with the accounting requirements of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of the financial statements.

The Board of Governors (the "Board") and the Finance and Audit Committee (the "Committee") are composed primarily of those who are neither management nor employees of the University. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities and for approving the financial statements. The Committee has the responsibility of meeting with management and external auditors to discuss the financial reporting process, auditing matters, financial reporting issues, and recommends approval of the financial statements to the Board. The Committee is also responsible for recommending the appointment of the University's external auditor.

KPMG LLP, an independent firm of Chartered Professional Accountants, is appointed by the Board to audit the financial statements and report directly to them through the Committee. The external auditor has full and free access to, and meets periodically and separately with, both the Committee and management to discuss their audit findings.

On behalf of Kwantlen Polytechnic University

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Dr. Alan Davis  
President and Vice-Chancellor

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Jon Harding, CPA, CA  
Vice-President, Finance and Administration

# KWANTLEN POLYTECHNIC UNIVERSITY

## Statement of Financial Position

(in thousands of dollars)

As at March 31, 2018, with comparative information for 2017

		2018	2017
<b>Financial assets</b>			
Cash and cash equivalents	(Note 3)	\$ 36,763	\$ 22,769
Accounts receivable	(Note 4)	8,227	5,414
Inventories for resale		620	439
Investments	(Note 5)	37,700	38,098
		83,310	66,720
<b>Liabilities</b>			
Accounts payable and accrued liabilities	(Note 6)	37,676	23,648
Deferred revenue		20,177	12,210
Deferred contributions	(Note 8)	3,799	3,734
Deferred capital contributions	(Note 9)	159,104	139,894
Obligations under capital lease	(Note 10)	433	707
		221,189	180,193
Net debt		(137,879)	(113,473)
<b>Non-financial assets</b>			
Tangible capital assets	(Note 11)	225,933	188,268
Endowment investments	(Note 5)	2,817	2,817
Prepaid expenses and deposits		4,358	5,102
		233,108	196,187
Accumulated surplus		\$ 95,229	\$ 82,714
Accumulated surplus is comprised of:			
Accumulated operating surplus		\$ 95,804	\$ 82,520
Accumulated remeasurement gains (losses)		(575)	194
		\$ 95,229	\$ 82,714

Employee future benefits (Note 7)  
 Contractual obligations (Note 13)  
 Commitments and contingent liabilities (Note 14)  
 Related party transactions (Note 15)  
 Contingent assets (Note 16)  
 Contractual rights (Note 17)  
 See accompanying notes to financial statements.

Approved on behalf of the Board:

Hanne Madsen  
 Chair

Jon Harding, CPA, CA  
 Vice-President, Finance and Administration

# KWANTLEN POLYTECHNIC UNIVERSITY

## Statement of Operations

(in thousands of dollars)

Year ended March 31, 2018, with comparative information for 2017

		<b>Budget</b>	<b>2018</b>	<b>2017</b>
		(Note 2 (k))		
Revenue:				
Province of British Columbia grants	(Note 8)	\$ 75,830	\$ 75,599	\$ 73,223
Other grants	(Note 8)	622	1,584	1,102
Tuition and student fees		76,901	92,996	70,926
Ancillary services		6,966	7,028	6,927
Other revenue		6,674	4,817	6,087
Amortization of deferred capital contributions	(Note 9)	6,357	6,229	5,461
		173,350	188,253	163,726
Expenses:	(Note 19)			
Instruction, research and support		167,866	169,052	155,892
Ancillary operations		5,470	5,917	6,019
		173,336	174,969	161,911
Annual surplus		14	13,284	1,815
Accumulated operating surplus, beginning of year		82,520	82,520	80,705
Accumulated operating surplus, end of year		\$ 82,534	\$ 95,804	\$ 82,520

See accompanying notes to financial statements.

# KWANTLEN POLYTECHNIC UNIVERSITY

## Statement of Changes in Net Debt

(in thousands of dollars)

Year ended March 31, 2018, with comparative information for 2017

	Budget (Note 2(k))	2018	2017
Annual surplus	\$ 14	\$ 13,284	\$ 1,815
Acquisition of tangible capital assets	-	(50,791)	(19,702)
Write-down of tangible capital assets	-	-	39
Amortization of tangible capital assets	13,458	13,126	11,773
	13,458	(37,665)	(7,890)
Net use of prepaid expenses and deposits	-	744	659
Net remeasurement losses	-	(769)	(427)
Change in net debt	13,472	(24,406)	(5,843)
Net debt, beginning of year	(113,473)	(113,473)	(107,630)
Net debt, end of year	\$ (100,001)	\$ (137,879)	\$ (113,473)

See accompanying notes to financial statements.



# KWANTLEN POLYTECHNIC UNIVERSITY

## Statement of Cash Flows

(in thousands of dollars)

Year ended March 31, 2018, with comparative information for 2017

	2018	2017
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 13,284	\$ 1,815
Items not involving cash:		
Amortization of tangible capital assets	13,126	11,773
Write-down of tangible capital assets	-	39
Amortization of deferred capital contributions	(6,229)	(5,461)
Change in non-cash operating working capital:		
Accounts receivable	(2,813)	256
Prepaid expenses and deposits	744	659
Inventories for resale	(181)	843
Accounts payable and accrued liabilities	14,028	(1,448)
Deferred revenue	7,967	772
Deferred contributions	65	536
Net change from operating activities	39,991	9,784
Capital activities:		
Cash used to acquire tangible capital assets	(50,718)	(19,652)
Net change from capital activities	(50,718)	(19,652)
Financing activities:		
Contributions received for tangible capital assets	25,439	15,493
Principal payments on capital lease obligations	(347)	(379)
Net change from financing activities	25,092	15,114
Investing activities:		
Decrease (increase) in investments	398	(1,274)
Net remeasurement losses	(769)	(427)
Net change from investing activities	(371)	(1,701)
Net change in cash and cash equivalents	13,994	3,545
Cash and cash equivalents, beginning of year	22,769	19,224
Cash and cash equivalents, end of year	\$ 36,763	\$ 22,769
Non-cash transaction:		
Tangible capital assets acquired and financed by capital leases	\$ 73	\$ 50

See accompanying notes to financial statements.



# KWANTLEN POLYTECHNIC UNIVERSITY

## Statement of Remeasurement Gains and Losses

(in thousands of dollars)

Year ended March 31, 2018, with comparative information for 2017

	2018	2017
Accumulated remeasurement gains, beginning of year	\$ 194	\$ 621
Unrealized gains (losses) attributed to:		
Long-term bonds	(1,072)	(253)
Securities	(37)	(22)
Foreign currency translation	37	88
Amounts reclassified to the Statement of Operations:		
Long-term bonds	340	(136)
Foreign currency translation	(37)	(104)
Net remeasurement losses for the year	(769)	(427)
Accumulated remeasurement gains (losses), end of year	\$ (575)	\$ 194

See accompanying notes to financial statements.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements  
(in thousands of dollars)

Year ended March 31, 2018

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## 1. Authority and purpose

Kwantlen Polytechnic University ("the University") operates under the authority of the University Act of British Columbia. The University is a not-for-profit entity governed by a Board of Governors, the majority of which are appointed by the provincial government of British Columbia. The University is exempt from income taxes under section 149 of the Income Tax Act.

The University offers career, vocational, developmental and academic programs from its Richmond, Langley and two Surrey campuses located in southwestern British Columbia. The academic governance of the University is vested in the Senate.

## 2. Summary of significant accounting policies

### (a) Basis of accounting:

The financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The Budget Transparency and Accountability Act requires that the financial statements be prepared in accordance with the set of standards and guidelines that are comprised of generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that are comprised of generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Government Organization Accounting Standards Regulation 257/2010 requires all taxpayer supported organizations in the schools, universities, colleges and hospitals sectors to adopt the Canadian Public Sector Accounting Standards ("PSAS") without any Public Sector 4200 elections, effective their first fiscal year commencing after January 1, 2012.

Government Organization Accounting Standards Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of the Canadian PSAS which requires government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with PSAS 3410. As a result, revenue recognized in the Statement of Operations and certain related deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)  
(in thousands of dollars)

Year ended March 31, 2018

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## 2. Summary of significant accounting policies (continued)

### (b) Cash and cash equivalents

Cash and cash equivalents include highly liquid investments with a term to maturity of three months or less at the date of purchase.

### (c) Financial instruments

Financial instruments are classified into two categories: Fair value or cost.

(i) Fair value category: The University manages and reports performance for groups of financial assets on a fair-value basis. Cash and cash equivalents and investments are reflected at fair value as at the reporting date. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and related balances reversed from the Statement of Remeasurement Gains and Losses. Unrealized gains and losses on endowment investment assets, where earnings are restricted as to use, are recorded as deferred contributions and recognized in revenue when disposed and when the related expenses are incurred.

(ii) Cost category: Amounts receivable are measured at cost less any amount for valuation allowance. Valuation allowances are made when collection is in doubt.

### (d) Inventories for resale

Inventories for resale, including new and used textbooks, course manuals, stationary, art supplies, clothing, crested and non-crested giftware are recorded at the lower of cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated proceeds on sale less any costs to sell. Inventories are written down to net realizable value when the cost of inventories is estimated not to be recoverable. When circumstances that previously caused inventories to be written down below cost no longer exist, the amount of write-down previously recorded is reversed.

### (e) Contaminated sites

A liability for contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standard;
- (iii) The University is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up; and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.



# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)  
(in thousands of dollars)

Year ended March 31, 2018

## 2. Summary of significant accounting policies (continued)

### (f) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

### (i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives shown below. Land is not amortized as it is deemed to have a permanent value. Work in progress is not amortized until the asset is available for productive use.

	Term
Buildings	40 years
Major site improvements	10 years
Major equipment	10 - 20 years
Library holdings	10 years
Technology infrastructure	8 years
Furniture and equipment	3 - 5 years
Leased capital assets	2 - 5 years

Tangible capital assets are written down when conditions indicate that they no longer contribute to the University's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

### (ii) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as obligations under capital lease and are reflected as part of tangible capital assets in the financial statements. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)  
(in thousands of dollars)

Year ended March 31, 2018

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## 2. Summary of significant accounting policies (continued)

### (g) Employee future benefits

The University and its employees make contributions to the College and Municipal pension plans which are multi-employer joint trustee pension plans. These plans are defined benefit plans, providing a pension on retirement based on the member's age at retirement, length of service and highest earnings averaged over five years. Inflation adjustments are contingent upon available funding. As the assets and liabilities of the plans are not segregated by institution, the plans are accounted for as defined contribution plans and any contributions of the University to the plans are expensed as incurred.

The University's sick leave benefits do not vest or accumulate and related costs are expensed as incurred.

### (h) Revenue recognition

Tuition and student fees, and sales of goods and services are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured.

Unrestricted donations and grants are recorded as revenue if the amounts can be estimated and collection is reasonably assured. Pledges from donors are recorded as revenue when payment is received by the University or the transfer of property is completed.

Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

- (i) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services, are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.
- (ii) Contributions restricted for specific purposes other than for those to be held in perpetuity or the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contribution have been met.
- (iii) Contributions restricted to be retained in perpetuity, allowing only the investment income earned thereon to be spent are recorded as endowment donations and as deferred contributions for any unspent restricted investment income earned thereon.

Investment income includes interest recorded on an accrual basis, dividends recorded as declared, and realized gains and losses on the sale of investments.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)  
(in thousands of dollars)

Year ended March 31, 2018

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## 2. Summary of significant accounting policies (continued)

### (i) Use of estimates

The preparation of the financial statements requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the determination of useful lives of tangible capital assets for amortization and the amortization of related deferred capital contributions, accrued liabilities, valuation of accounts receivable, and provisions for contingencies. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

### (j) Foreign currency translation

The University's functional currency is the Canadian dollar. Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currencies and non-monetary assets and liabilities which are designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the Statement of Financial Position date. Any gains or losses resulting from a change in rates between the transaction date and the settlement date or Statement of Financial Position date is recognized in the Statement of Remeasurement Gains and Losses. In the period of settlement, the related cumulative remeasurement gain/loss is reversed in the Statement of Remeasurement Gains and Losses and the exchange gains or losses in relation to the exchange rate at the date of the item's initial recognition is recognized in the Statement of Operations.

### (k) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the 2017-2018 University Budget approved by the Board on March 29, 2017. The budget is reflected in the Statement of Operations and the Statement of Changes in Net Debt.



# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)

(in thousands of dollars)

Year ended March 31, 2018

## 3. Cash and cash equivalents

	2018	2017
Cash	\$ 31,575	\$ 18,071
Cash equivalents	5,188	4,698
	\$ 36,763	\$ 22,769

## 4. Accounts receivable

	2018	2017
Accounts receivable	\$ 9,268	\$ 7,528
Allowance for doubtful accounts	(1,041)	(2,114)
	\$ 8,227	\$ 5,414

## 5. Investments and endowment investments

Investments and endowment investments recorded at fair value are comprised of the following:

	2018	2017
Long term bonds	\$ 38,994	\$ 39,267
Securities	1,523	1,648
	40,517	40,915
Endowment investments	2,817	2,817
Investments	\$ 37,700	\$ 38,098

All fixed income securities held at March 31, 2018 mature at various dates to September 2077 (2017 – June 2108) and bear interest at rates varying from 1.100% – 6.310% (2017 – 0.950% – 9.976%).

Generally accepted accounting principles define the fair value of a financial instrument as the amount at which the instrument could be exchanged in a current transaction between willing parties. The University uses the following methods and assumptions to estimate the fair value of each class of financial instruments for which the carrying amounts are included in the Statement of Financial Position under the following captions:

- Cash and cash equivalents, accounts receivable, and accounts payables and accrued liabilities – the carrying amounts approximate fair value because of the short maturity of these instruments.
- Investments – the carrying amounts are shown at fair market value based on quoted prices (unadjusted) in active markets.

The financial instruments measured at fair value held within each investment are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination. The different levels are defined as follows:

- Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)

(in thousands of dollars)

Year ended March 31, 2018

- Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices)
- Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The University's instruments are all considered to be level 1 financial instruments for which the fair value is determined based on quoted prices in active markets. Changes in fair valuation methods or in the availability of market observable inputs may result in a transfer between levels. During the year there were no significant transfers of securities between the different levels.

## 6. Accounts payable and accrued liabilities

	2018	2017
Accounts payable and accrued liabilities	\$ 24,547	\$ 10,807
Salaries and wages payable	2,791	3,246
Accrued vacation payable	10,338	9,595
	\$ 37,676	\$ 23,648

## 7. Employee future benefits

### (a) Pension benefits:

The University and its employees contribute to the College Pension Plan and Municipal Pension Plan, jointly trustee pension plans. The Boards of Trustees for these plans represent plan members and employers, and are responsible for the administering the pension plans, including investing assets and administering benefits. The pension plans are multi-employer contributory pension plans. Basic pension benefits provided are based on a formula. As at August 31, 2017, the College Pension Plan has about 14,000 active members, and approximately 7,500 retired members. As at December 31, 2016, the Municipal Pension Plan has about 193,000 active members, including approximately 5,800 from colleges.

Every three years, an actuarial valuation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the College Pension Plan as at August 31, 2015, indicated a \$67 million surplus for basic pension benefits on a going-concern basis.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going-concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.



# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)

(in thousands of dollars)

Year ended March 31, 2018

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The next valuation for the College Pension Plan will be as at August 31, 2018, with results available in 2019. The next valuation for the Municipal Pension Plan will be December 31, 2018, with results available in 2019.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plans record accrued liabilities and accrued assets for the plans in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

The University incurred \$9,255 for employer contributions to the Plans in the current year (2017 – \$8,580).

(b) Maternity or parental leave:

The University provides supplemental employee benefits for faculty, staff and administration on maternity or parental leave. For the duration of the leave, employees on maternity or parental leave receive a supplemental payment added to employment insurance benefits. Employer-paid benefits also continue to be paid on the employees' behalf. The University has expensed \$270 in the current year (2017 – \$561). As at March 31, 2018, the University has an obligation of \$262 (2017 – \$509) which has been included in salaries and wages payable.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)  
(in thousands of dollars)

Year ended March 31, 2018

## 8. Deferred contributions and grants

Deferred contributions represent externally restricted contributions that will be used in future periods for academic programming and student awards, as specified by the contributor. Grants represent unrestricted funding from various sources.

	2017	Amounts received	Recognized as revenue	2018
Provincial Grants	\$ -	\$ 69,782	\$ (69,782)	\$ -
Deferred contributions	2,620	6,046	(5,817)	2,849
Federal				
Deferred contributions	387	592	(735)	244
Other sources				
Deferred contributions	727	828	(849)	706
	\$ 3,734	\$ 77,248	\$ (77,183)	\$ 3,799

## 9. Deferred capital contributions

	2017	Amounts received	Amortized as revenue	2018
Provincial	\$ 125,447	\$ 14,842	\$ (5,641)	\$ 134,648
Federal	3,745	6,371	(168)	9,948
Other sources	10,702	4,226	(420)	14,508
	\$ 139,894	\$ 25,439	\$ (6,229)	\$ 159,104

## 10. Obligations under capital lease

The University has entered into capital leases to finance computers and equipment at an estimated cost of borrowing of 2.46% (2017 – 2.78%) per annum. The principal and interest payments are as follows:

	2018	2017
2018	\$ -	\$ 344
2019	288	269
2020	126	107
2021	31	13
Total minimum lease payments	445	733
Less amounts representing interest	(12)	(26)
Present value of net minimum capital lease payments	\$ 433	\$ 707

Total interest payment on leases for the year was \$16 (2017 – \$26).

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)  
(in thousands of dollars)

Year ended March 31, 2018

## 11. Tangible capital assets

	Land	Buildings	Major site improvements	Major equipment	Library holdings	Technology infrastructure	Furniture & equipment	Leased capital assets	Work <sup>1,2</sup> in progress	Total
<b>2018 Cost</b>										
Opening balance	\$ 20,040	\$ 198,338	\$ 19,770	\$ 3,107	\$ 8,044	\$ 3,390	\$ 60,638	\$ 1,785	\$ 17,901	\$ 333,013
Additions	-	16,165	838	1,454	343	-	6,661	73	25,257	50,791
Transfers to/(from) WIP	-	15,795	374	27	-	-	467	-	(16,663)	-
Closing balance	20,040	230,298	20,982	4,588	8,387	3,390	67,766	1,858	26,495	383,804
<b>2018 Accumulated amortization</b>										
Opening balance	-	(77,588)	(7,908)	(97)	(5,692)	(289)	(52,279)	(892)	-	(144,745)
Amortization	-	(5,358)	(1,971)	(303)	(499)	(424)	(4,067)	(504)	-	(13,126)
Closing balance	-	(82,946)	(9,879)	(400)	(6,191)	(713)	(56,346)	(1,396)	-	(157,871)
2018 Net book value	\$ 20,040	\$ 147,352	\$ 11,103	\$ 4,188	\$ 2,196	\$ 2,677	\$ 11,420	\$ 462	\$ 26,495	\$ 225,933
2017 Net book value	\$ 20,040	\$ 120,750	\$ 11,862	\$ 3,010	\$ 2,352	\$ 3,101	\$ 8,359	\$ 893	\$ 17,901	\$ 188,268

- As at March 31, 2018, work in progress ("WIP") of \$26,495 (2017 – \$17,901) has not been amortized. Amortization of these intangible capital assets will commence when the assets are put into service.
- During the year, there was \$nil (2017 – \$39) of write-down of intangible capital assets within work in progress.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)  
(in thousands of dollars)

Year ended March 31, 2018

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## 12. Financial risk management

The University has exposure to certain risks from its use of financial instruments.

The Board ensures that the University has identified its major risks and ensures that management monitors and controls them.

### (a) Credit risk

Credit risk is the risk of financial loss to the University if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held by the University consisting of cash and cash equivalents, investments and accounts receivable.

The University manages credit risk with established investment guidelines for its investment management companies to follow in managing its investment portfolios. The guidelines limit investments to those with BBB- or greater credit rating. The University does not invest in any derivatives.

### (b) Market risk

Market risk is the risk that changes in market prices, such as interest rates, will affect the University's income. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk.

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

It is management's opinion that the University is not exposed to significant market or interest rate risk arising from its financial instruments.

### (c) Liquidity risk

Liquidity risk is the risk that the University will not be able to meet its financial obligations as they become due.

The University manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the University's reputation.



# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)  
(in thousands of dollars)

Year ended March 31, 2018

## 13. Contractual obligations

The nature of the University's activities can result in multi-year contracts and obligations whereby the University will be committed to make future payments. Significant contractual obligations related to operations that can be reasonably estimated are as follows:

	2019	2020	2021	2022	2023
Contractual obligations	\$ 22,917	\$ 3,583	\$ 2,109	\$ 146	\$ 37

## 14. Commitments and contingent liabilities

- (a) The University may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of operations.

There are several lawsuits pending in which the University is involved. It is considered that the potential claims against the University resulting from such litigation would not materially affect the financial statements of the University.

- (b) The University committed to the building of the Chip and Shannon Wilson School of Design at the Richmond campus for the Faculty of Design. The project, which has a total budget of \$36,000, was substantially complete by December 2017. As at March 31, 2018, the University received \$12,000 (2017 – \$8,000) from Chip and Shannon Wilson and lululemon athletica Canada Inc., and \$12,000 (2017 – \$10,500) from provincial funding. The University's contribution toward this project is \$12,000 per the budget approved by the Board. As at March 31, 2018, the University incurred costs of \$33,933 (2017 – \$15,795) for this project, with the anticipated remaining costs of \$2,067 to be incurred in fiscal 2019.
- (c) The University has entered into an agreement to purchase real estate to provide additional classroom space to meet future student demand. The construction of the space is estimated to be completed by fiscal 2019. The project is funded by the University. As at March 31, 2018, the estimated purchase price for the real estate is \$23,800 (2017 – \$23,800) and the estimated budget for the construction project is \$15,260 (2017 – \$15,260).
- (d) During the year, the University has entered into an agreement for the construction and upgrade of the Spruce building on the Surrey campus. The project is funded by \$22,000 from Government of Canada's Strategic Investment Fund and provincial funding.
- (e) The University has the ability to draw on a line of credit of \$7,500 (2017 – \$7,000). As at March 31, 2018, the University has not utilized the available line of credit.
- (f) As at March 31, 2018, the University has issued letters of credits to the City of Surrey totalling \$294 (2017 – \$294) which expire on January 25, 2019. There is an automatic renewal that occurs each year thereafter and will terminate once the City of Surrey advises the University that the guarantee is no longer required.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)  
(in thousands of dollars)

Year ended March 31, 2018

## 15. Related party transactions

The University has entered into certain transactions and agreements in the normal course of business with certain of its related parties. These transactions are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

### Related party transactions with government and other government organizations:

#### Revenue and expenses:

Included in revenue	2018	2017
Province of British Columbia grants	\$ 75,599	\$ 73,223
Other grants - federal	735	547
Other revenue - other government entities	-	142
Amortization of deferred capital contributions - provincial	5,641	5,142
Amortization of deferred capital contributions - federal	168	147
	\$ 82,143	\$ 79,201

Included in expenses	2018	2017
Other government entities	\$ 1,153	\$ 767
Other provincial universities	338	338
	\$ 1,491	\$ 1,105

#### Receivables and payables:

Included in accounts receivable	2018	2017
Provincial government	\$ 1,934	\$ 2,082
Federal government	731	-
Other government entities	605	410
	\$ 3,270	\$ 2,492

Included in accounts payable and accrued liabilities	2018	2017
Provincial government	\$ 65	\$ 63
Other government entities	-	3
	\$ 65	\$ 66

### Related party transactions with Key Management Personnel:

During the year, the Key Management Personnel, comprised of the Senate, the Board and the University's Executives, have \$nil (2017 – \$nil) related party transactions with the University with respect to the delivery of goods and services, and payment of fees that were transacted at non-arm's length. As at March 31, 2018, the University had a net receivable of \$nil (2017 – \$nil) and a net payable of \$nil (2017 – \$nil) with respect to these transactions.

# KWANTLEN POLYTECHNIC UNIVERSITY

Notes to Financial Statements (continued)  
(in thousands of dollars)

Year ended March 31, 2018

## 16. Contingent assets

The University has \$nil of contingent assets as at March 31, 2018 and 2017.

## 17. Contractual rights

The University has \$nil of contractual rights as at March 31, 2018 and 2017.

## 18. Comparative figures

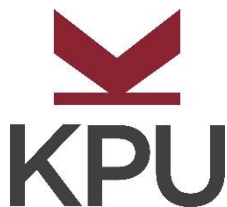
Certain comparative figures have been reclassified to conform to the current year's presentation.

## 19. Expenses by object

The following is a summary of expenses by object:

	Instruction, research, and support	Ancillary operations	2018
Salaries and benefits	\$ 124,034	\$ 1,119	\$ 125,153
Travel and professional development	2,897	8	2,905
Supplies	4,479	54	4,533
Student awards and bursaries	1,303	-	1,303
Fees and services	15,269	326	15,595
Facilities	7,288	320	7,608
Cost of sales	-	3,807	3,807
Leases, property taxes, insurance	905	34	939
Amortization of tangible capital assets	12,877	249	13,126
	\$ 169,052	\$ 5,917	\$ 174,969

	Instruction, research, and support	Ancillary operations	2017
Salaries and benefits	\$ 115,310	\$ 1,145	\$ 116,455
Travel and professional development	2,340	6	2,346
Supplies	4,617	44	4,661
Student awards and bursaries	2,010	-	2,010
Fees and services	11,708	649	12,357
Facilities	7,381	143	7,524
Cost of sales	-	3,800	3,800
Leases, property taxes, insurance	976	9	985
Amortization of tangible capital assets	11,550	223	11,773
	\$ 155,892	\$ 6,019	\$ 161,911



**Board of Governors**

**Agenda Item:**

**Meeting Date:**

**Presenter(s):**

**Regular Meeting**

**#5.3**

**May 23, 2018**

**Doug Beaton**

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**Agenda Item:**      **Re-appointment of the External Auditor**

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
--------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Recommended Resolution:</b>	<b>THAT the Board of Governors appoint KPMG as External Auditor as recommended by the Board Audit Committee.</b>
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**Board Committee Report:**      At its meeting held on May 15, 2018 the Board Audit Committee approved the appointment of KPMG as External Auditor for recommendation to the Board of Governors.

**Context & Background:**      Section 33 of the *University Act* states that, "*Unless the Auditor General is appointed in accordance with the Auditor General Act, as the Auditor of the Board, the Board must appoint an Auditor to audit the accounts of the Board at least once each year.*"

In accordance with the *University Act*, the Audit Committee Terms of Reference state that the Audit Committee recommends to the Board the appointment of the External Auditor.

**Key Messages:**      N/A  
*[maximum of three]*

**Submitted by:**      Jon Harding / Vice President, Finance and Administration

**Date submitted:**      May 16, 2018





**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#6.2**  
**May 23, 2018**  
**Alan Davis**

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**Agenda Item:**      **Use of Fiscal 2017/18 Surplus**

<b>Action Requested:</b>	<input checked="" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve the following allocation of \$10,000,000 of surplus funds from the 2017/18 fiscal year:</b> <b>a) establish a \$2,000,000 endowment fund for matching contributions for the KPU Family Campaign scholarship program;</b> <b>b) establish a \$2,000,000 endowment fund to support KPU financial aid and scholarship programs;</b> <b>c) establish a \$2,000,000 fund to support future capital initiatives; and,</b> <b>d) transfer \$4,000,000, subject to government approval, to the deferred capital contribution account.</b>
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**Board Committee Report:**      At its meeting held on May 15, 2018, the Board Finance Committee approved the allocation of surplus funds from the 2017/18 fiscal year for recommendation to the Board of Governors.

**Context & Background:**      For fiscal 2017/18, KPU will have, subject to the completion of the year-end financial statement audit, a surplus of approximately \$10M.

Balanced budget legislation does not allow surplus amounts to be used in subsequent years; however, yields from invested funds or endowments can be used to offset operating costs in the year they are earned.

With the completion of major capital projects, such as Spruce and 3 Civic, amortization expenses will increase. Subject to government approval, surplus amounts may be moved into the deferred capital contribution account to offset future amortization expenses.

**Key Messages:**  
*[maximum of three]*

**1. Management is recommending that \$2,000,000 be used to establish an endowment to match future staff contributions as part of the KPU Family Campaign. The KPU Family Campaign is a support program which offers scholarships and funding to KPU students.**

**2. Management is recommending that \$2,000,000 be used to establish an endowment for student financial aid and scholarships; and, that \$2,000,000 be used to fund future capital initiatives.**



**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#6.2**  
**May 23, 2018**  
**Alan Davis**

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**3. Management is recommending that \$4,000,000 be transferred, subject to government approval, to the deferred capital contribution account to assist in offsetting future amortization expenses.**

**Consultations:** Discussions regarding the recommended use of surplus funds have been held with relevant stakeholders.

**Submitted by:** Jon Harding / Vice President, Finance and Administration

**Date submitted:** May 16, 2018



**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#7.2**  
**May 23, 2018**  
**Alan Davis**

**Agenda Item:**      **Vision 2023 – Draft 2**

<b>Action Requested:</b>	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>N/A</b>
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**Board Committee Report:**      At its meeting held on May 9, 2018, the Board Governance Committee reviewed and discussed the second draft of Vision 2023.

**Context & Background:**      Per the Board Governance Manual, Section 15.2.3  
“The Board:  
a) Ensures there is an appropriate planning process in place that involves adequate consultation with key stakeholders; and  
b) Review, questions, offers advice, validates and ultimately approves KPU’s strategic plan, and monitors its implementation

At various stages of development of the strategic plan, the Board is briefed on the status of the planning process and may be asked to review draft elements of the plan.”

**Key Messages:**      **1. Planning and development of Vision 2023 began with research which included data collection, meetings with stakeholders and stakeholder feedback via Thought Exchange over the Summer/Fall of 2017.**  
*[maximum of three]*

**2. Consultations on the Draft Vision 2023 Plan commenced in Spring 2018.**

**3. Vision 2023 was the focus of the March 9, 2018 Board Planning Seminar.**

**4. Vision 2023 will be presented for Board approval in June 2018 and will be accompanied by the Final Vision 2018 Report.**

**Resource Requirements:**      Dr. Alan Davis, Dr. Lori McElroy and Sunita Wiebe form the core development team.

**Attachments:**      N/A

**Submitted by:**      Alan Davis, President & Vice Chancellor

**Date submitted:**      May 10, 2018



*Draft 2: April 9, 2018*

## The KPU Distinction

As KPU looks to its next five years, the future of our society is under considerable discussion. It is a future where:

- as a result of digital transformation, the nature of work and ways of life are significantly altered;
- awareness of and demands for action around social injustice are heightened;
- environmental degradation such as global climate change is reversed, or its effects are increasingly manifest;
- decolonization of institutions and full inclusion of Indigenous peoples is a priority.

To respond to these challenges and to make the world a better place, **access to lifelong, meaningful education for all** is fundamental.

As Canada's only polytechnic university, KPU has the unique opportunity to evolve in a way that anticipates this future by:

- reflecting our diverse, dynamic and growing region by providing a wide range of offerings and services.
- defining and developing the essential new competencies needed by our graduates, encompassing both technical and human literacies, creativity, adaptability, and social awareness.
- ensuring that our graduates are prepared for a life time of learning and re-learning.
- practicing what we preach as we evolve as a unique, progressive and highly regarded polytechnic university which fosters innovative teaching and learning and relevant research and scholarship.

## KPU's Mission, Vision and Goals

**Mission:** By thinking and acting together, we transform lives and empower positive change

**Vision:** In 2023, KPU is a learning ecosystem rooted in a culture of sustainability, creativity and quality that inspires our people and our communities

**Goals:** KPU's 12 goals are organized into four interconnected themes:

**A. Experience:** We will

- A1. Enhance the experience of our students
- A2. Enrich the experience of our employees
- A3. Delight our friends in their KPU experience

**B. Sustainability:** We will

- B1. Embrace all cultures and promote a renewed, authentic approach to Indigenization
- B2. Foster environmental sustainability through our offerings, research and operations
- B3. Integrate planning to ensure KPU operations are aligned with our resources, thus sustaining quality and institutional health

**C. Creativity:** We will

- C1. Increase the levels of activity, funding and intensity of research and scholarship
- C2. Increase innovation in teaching, learning and curriculum
- C3. Embolden creative problem solving across KPU's operations

**D. Quality:** We will

- D1. Ensure continuous improvement of all KPU programs and services
- D2. Hold each other responsible for our promises and our expectations
- D3. Be accountable to our partners, governments and communities

## The Details

### A. Experience: Students, employees and friends enjoy rich, engaging and supportive educational and working experiences

#### A1. Goal: We will enhance the experience of our students

Progress on this goal will be made by ensuring our students have access to:

- The courses they need to graduate in a timely manner
- Experiential learning opportunities that prepare them for work and/or further study
- Campus resources to support their learning and development
- Campus facilities to support their well being

#### A2. Goal: We will enrich the experience of our employees

Progress on this goal will be made by providing our employees with access to:

- Appropriate professional development opportunities
- Appropriate opportunities to advance internally
- The resources necessary to do their job effectively
- The resources necessary to support their well-being
- An inclusive workplace where people are treated with dignity and respect and are free from discrimination, bullying and harassment

#### A3. Goal: We will delight our friends in their KPU experience

Progress on this goal will be made by:

- Regularly engaging our friends to actively contribute to KPU
- Ensuring our friends have a good experience when they visit KPU
- Respecting and valuing the contributions of our friends to KPU

*By “friends” we mean alumni, retirees, visitors, donors, members of advisory boards, the KPU Foundation Board, and partner organizations.*

#### What this means for KPU:

By making the perspectives of students, employees and friends our priority, we will improve their experiences at KPU. KPU will be an inclusive and safe learning and working environment that values, supports, and benefits from the diversity of all its people.

## B. Sustainability: Cultural, social, environmental and institutional sustainability are advanced

### *B1. Goal: We will embrace all cultures and promote a renewed, authentic approach to Indigenization*

Progress on this goal will be made by:

- Demonstrating value and respect for the diverse cultures and backgrounds of our students and employees
- Demonstrating value and respect for the richness of cultures and traditions of Indigenous peoples
- Engaging Indigenous peoples and organizations through active and community-focused KPU partnerships
- Continuing to develop more Indigenous academic content and integrating Indigenous culture into our learning environment

### *B2. Goal: We will foster environmental sustainability through our offerings, research and operations*

Progress on this goal will be made by:

- Offering formal education programs and courses that address sustainability
- Conducting research that addresses sustainability issues
- Ensuring our operations are environmentally sustainable

### *B3. Goal: We will integrate planning to ensure KPU operations are aligned with our resources, thus sustaining quality and institutional health*

Progress on this goal will be made by:

- Creating an integrated planning culture whereby:
  - institutional priorities to guide planning and decision-making are established annually and reviewed and adjusted quarterly
  - divisions create operations plans that address institutional priorities, given available resource, and are accountable for the results
  - the need to make difficult decisions to ensure quality and institutional health is recognized
  - decisions are fully-informed and transparent
- Developing institutional mechanisms to align all planning and approval processes with available resources and institutional priorities
- Employing a budget model that ensures the strategic allocation of available resources to address institutional priorities
- Providing planners and decision-makers with the tools and training required to align operations with priorities and resources
- Strategic enrolment management (SEM) planning to align recruitment, admission and retention processes with our capacity to meet demand and support student success

#### **What this means for KPU:**

The 2015 Truth and Reconciliation Commission's Call for Action suggests how Indigenous communities and cultures can be sustained. KPU will meet its commitments to this Call.

KPU's commitment to environmental sustainability through cross-university engagement and co-ordination will continue, and external validation will be sought.

Integrated planning will ensure that academic offerings and services are aligned with our resources so that quality, financial and institutional stability are sustained.

## C. Creativity: KPU's innovation, research and scholarship benefit KPU, its students and society.

*C1. Goal: We will increase the levels of activity, funding, intensity and impact of research and scholarship*

Progress on this goal will be made by:

- Increasing support for research and scholarship activities
- Increasing the amount of funding for research and scholarship activities conducted by KPU employees
- Increasing the intensity of research and scholarly activity
- Increasing the amount of research and scholarly activity
- Increasing the impact of KPU research
- Engaging local industry, NGOs and community organizations to address economic and social needs for the prosperity of our communities

*Research and Scholarship at KPU encompasses discovery, application, engagement, creation, integration and the scholarship of teaching and learning.*

*C2. Goal: We will increase innovation in teaching, learning and curriculum*

Progress on this goal will be made by:

- Ensuring students receive quality instruction and a meaningful learning experience
- Ensuring educators are well supported to innovate in teaching, learning and curriculum

*C3. Goal: We will embolden creative problem solving across KPU's operations*

Progress on this goal will be made by:

- Ensuring employees are empowered to propose creative solutions to improve their daily operations
- Providing employees with the resources to incorporate diverse and creative problem solving into their daily operations

### What this means for KPU:

KPU links thought to action, appreciating creativity and innovation in all forms, big and small.

KPU will do more to recognize and celebrate the innovation, research and scholarship already underway.

We will invest more in all types of creative activity, both formal and informal, especially in the context of the digital transformation in our society.



## D. Quality: Continuous improvement builds confidence and reputation.

*D1. Goal: We will ensure continuous improvement of all KPU programs and services*

Progress on this goal will be made by:

- Conducting regular reviews of all KPU programs to ensure continued relevance, alignment with institutional priorities, and efficient and effective use of resources, and implementing recommendations as appropriate
- Conducting regular reviews of all KPU support services to ensure continued relevance, alignment with institutional priorities, and efficient and effective use of resources, and implementing recommendations as appropriate
- Conducting regular reviews of all KPU operations to ensure continued relevance, alignment with institutional priorities, and efficient and effective use of resources, and implementing recommendations as appropriate

*D2. Goal: We will hold each other responsible for our promises and our expectations*

Progress on this goal will be made by:

- Ensuring employees understand their role in achieving KPU's mission, mandate and vision
- Ensuring employees have clear expectations that guide their work
- Ensuring employees receive effective feedback on how well they meet those expectations
- Promoting a culture of shared responsibility and accountability to each other

*Holding each other responsible is fundamental to a collegial organization. As peers, we are all vested in KPU's quality and reputation, and we must be open to respectfully giving and receiving constructive feedback.*

*D3. Goal: Be accountable to our partners, governments and communities*

Progress on this goal will be made by:

- Ensuring effective and efficient use of resources
- Ensuring appropriate access to educational programming within our mandate
- Ensuring student receive a quality education to ensure their success
- Ensure KPU is regarded favorably by the community we serve
- Ensuring we are accountable to our partners

### What this means for KPU:

KPU's mandate is to add value by contributing to the social, economic and cultural life of our region and beyond.

We do this by providing the right mix of offerings and services, and undertaking research and innovation of many types. All of which can be improved through regular cycles of thoughtful and collegial reflection, evaluation and subsequent change.

This attention to continuous improvement is key to building the long term reputation of KPU and thus its ability to attract and retain motivated students and talented employees, and to increase respect within the community.



**Board of Governors**

**Agenda Item:**

**Meeting Date:**

**Presenter(s):**

**Regular Meeting**

**#7.3**

**May 23, 2018**

**Jane Fee**

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**Agenda Item:**      **Report to the Board on the Implementation of the Sexual Violence & Misconduct Policy**

<b>Action Requested:</b>	<input type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>N/A</b>
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**Board Committee Report:**      At its meeting held on May 9, 2018, the Board Governance Meeting reviewed and discussed the Report to the Board on the implementation of the Sexual Violence & Misconduct Policy.

**Context & Background:**      On May 19, 2016, the Government of British Columbia passed the *Sexual Violence and Misconduct Policy Act* in an effort to make campuses safer and more responsive to the needs of victims/survivors of sexualized violence and sexual misconduct. The *Act* requires every BC post-secondary university, college and institute to develop, implement and make publicly available on the institution's website, a sexual misconduct policy. SR14, KPU's Sexual Violence and Misconduct Policy was approved by the Board of Governors on April 22, 2017. Section 6(2) of the *Sexual Violence and Misconduct Policy Act* instructs:

*Each year, the president of a post-secondary institution must report to the governing body on the implementation of the post-secondary institution's sexual misconduct policy.*

The following report has been drafted by the President's Advisory Committee on Sexual Violence and Misconduct to inform the President and Board of Governors of policy-related implementation activities that have taken place over the past year.

**Key Messages:**  
*[maximum of three]*      **1. The major activities undertaken between April 2017 and May 2018 fall into the following five categories: communication, policy alignment, strengthening process and practice, infrastructure and education and awareness programming.**



**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#7.3**  
**May 23, 2018**  
**Jane Fee**

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**2. In order to sustain this work the President's Advisory Committee on Sexual Violence and Misconduct will remain in place for one more year, through to spring 2019.**

**3. Recruitment for a Student Rights and Responsibilities Liaison is currently underway. The incumbent will support ongoing training and awareness-building in the area of sexual violence and misconduct.**

**Resource Requirements:**

BC's *Sexual Violence and Misconduct Policy Act* instructs that each year the president of a post-secondary institution must report to the governing body on the implementation of the post-secondary institution's sexual violence misconduct policy.

**Consultations:**

Required under BC's Sexual Violence and Misconduct Policy Act. This report has been drafted by the President's Advisory Committee on Sexual Violence and Misconduct.

**Attachments:**

Report to the Board on the Implementation of the Sexual Violence & Misconduct Policy

**Submitted by:**

Dr. Jane Fee / Vice Provost, Students

**Date submitted:**

May 10, 2018



# Report to the Board of Governors

## On the Implementation of the Sexual Violence and Misconduct Policy

President's Advisory Committee on Sexual Violence and  
Misconduct | May 2018

## BACKGROUND

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On May 19, 2016, the Government of British Columbia passed the *Sexual Violence and Misconduct Policy Act* in an effort to make campuses safer and more responsive to the needs of victims/survivors of sexualized violence and sexual misconduct. The *Act* requires every BC post-secondary university, college and institute to develop, implement and make publicly available on the institution's website, a sexual misconduct policy. SR14, KPU's Sexual Violence and Misconduct Policy, was approved by the Board of Governors on April 22, 2017.

Section 6(2) of the *Sexual Violence and Misconduct Policy Act* instructs:

*Each year, the president of a post-secondary institution must report to the governing body on the implementation of the post-secondary institution's sexual misconduct policy.*

The following report has been drafted by the President's Advisory Committee on Sexual Violence and Misconduct to inform the President and Board of Governors of policy-related implementation activities that have taken place over the past year.

The President's' Advisory Committee on Sexual Violence and Misconduct is comprised of:

Jane Fee, Vice Provost, Students (Chair)  
Marlyn Graziano, Vice President, External Affairs  
Abby Thorsell, Associate Vice President, Human Resources  
Catherine Dube, Director, Student Rights and Responsibilities  
Phil Goulet, Chief Safety Officer  
Louella Mathias, Special Advisor to the Provost, Strategic Initiatives and Innovation

The major activities undertaken between April 2017 and May 2018 fall into the following five categories:

- 1) Communication
- 2) Policy alignment and review
- 3) Strengthening process and practice
- 4) Infrastructure
- 5) Education and awareness training

## 1. COMMUNICATION

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Strategic communication efforts to inform the community of the presence of the Policy and foster support for its implementation began immediately upon the approval and posting of the Policy to KPU's Bylaws and Policies website. Discussions were hosted at Academic Council, Deans' Council, Student Services Council, with the Kwantlen Student Association and the departments of Human Resources, Security, and Facilities. The conversations focused on the types of supports available to victims of sexual violence; the definition of the "victim-centered/trauma-informed approach"; the difference between a disclosure, report and complaint of sexual violence and misconduct; the importance of timely responses to incidents of sexual violence; and how an investigation under the Policy may occur in parallel with a criminal or civil response to a sexual assault.

The website ([kpu.ca/sexual-misconduct/policy-development](http://kpu.ca/sexual-misconduct/policy-development)) was developed as a resource for KPU's students, faculty and staff; it houses links to services and supports available to victims of sexual violence and/or interested parties.

## **2. ALIGNMENT AND REVIEW**

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Policy SR14 lays out the principles and general procedures for how sexual violence and misconduct is dealt with at KPU. The Policy aligns with already existing policies relating to investigations of student and employee conduct (ST7 and HR21), as well as the collective agreements with the BCGEU and KFA, and a formal process to investigate appropriate alignment between these policies was undertaken with a positive outcome. Additional policies, such as Emergency Response to Inappropriate, Disruptive or Threatening Behavior (SR8), Violence in the Workplace (SR9), and Protected Disclosure (HR29) were also examined and found to be in alignment.

As per the *Act*, KPU's policy on sexual violence and misconduct must be reviewed at least once every three years or as directed by the Minister of Advanced Education. In order to ensure commitment to these best practices, SR14 includes a procedural requirement to reviewing the procedures annually. The first procedural review is now underway, led by the chair of the President's Advisory Committee. Consultations with students, the KSA, staff and faculty will inform the review.

## **3. STRENGTHENING PROCESS AND PRACTICE**

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The President's Advisory Committee has worked to strengthen the reporting protocols in the University's Deans' Offices and departments of Human Resource Services, Security, and Student Services. This measure is in keeping with a victim-centered/trauma-informed approach, serving to create multiple and consistent points by which any community member may choose to disclose or report an incident and control the level of response.

The President's Advisory Committee has committed to testing the processes relating to security protocols, communication, reporting, and support through exercises such as tabletop scenarios and incident debriefs. Examining how the University responds to incidents of sexual violence on and off campus will help to continually improve our business processes.

The departments of Student Services, Human Resource Services, and Security have participated in and presented at related post-secondary conferences in an effort to inform KPU's processes through the exchange of best practice evolving within the Canadian context.

## **4. INFRASTRUCTURE**

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In advance of SR14, the University committed to creating a new administrative position to directly support ongoing training and awareness-building in the area of sexual violence and misconduct. Responsibilities would include the development of training for the university community specifically for the requirements of SR14, but also for awareness of related issues such as consent and bystander awareness. After much discussion it was determined that the position would fall within Student Services and recruitment for the position of Student Rights and Responsibilities is now underway. The Liaison will be a critical member of

the President's Advisory Committee, will work in collaboration with other units across KPU to provide education and awareness programming, and serve as a conduit to community resources and organizations with expertise in sexual and domestic violence, health, and community support. The position fits with the University's recent decision to create a Student Rights and Responsibility Office within Student Services, with a broad mandate to include university support for sexual violence and misconduct.

The department of Human Resources Services has been a key partner on the President's Advisory Committee and the capacity of senior human resources positions have been augmented to include training, awareness-building, practices and support for employees as part of this critical initiative.

## **5. EDUCATION AND AWARENESS PROGRAMMING**

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KPU's framework for education and awareness programming relating to sexual violence provides for three types of training:

- 1) How to provide support and what to do when someone discloses an incident of sexual violence,
- 2) Bystander awareness, and
- 3) Consent and healthy relationships.

Under the leadership of the Liaison, three training modules that can be custom-designed for specific audiences are being developed for all members of the university. Training will be embedded into new student and employee orientations and delivered in both face-to-face and online formats, beginning Fall 2018. Disclosure training is now in place, and development of the additional two sets of training activities is underway.

In order to sustain our work, the President's Advisory Committee will remain in place for one more year, through to Spring 2019. Our work this year has created a solid foundation for the implementation of SR14; in this next year, training and awareness activities will be embedded as regular, ongoing programming.



**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#12**  
**May 23, 2018**  
**Marlyn Graziano**

**Agenda Item:** License Agreement between the City of Delta and KPU re: Paterson Park

<b>Action Requested:</b>	<input checked="checked" type="checkbox"/> Motion to Approve <input type="checkbox"/> Discussion <input type="checkbox"/> Information <input type="checkbox"/> Education
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<b>Recommended Resolution:</b>	<b>THAT the Board of Governors approve the License Agreement for the use of Paterson Park between City of Delta and KPU dated the 1<sup>st</sup> day of June, 2018.</b>
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**Board Committee Report:**

**Context & Background:** KPU entered into a License Agreement commencing the 1<sup>st</sup> day of May, 2016 and terminating on the 30<sup>th</sup> day of April, 2018 with the Corporation of Delta with respect to a license agreement to provide access to the residents of Delta to the land in South Delta owned by KPU known as “Paterson Park”.

At that time, and In accordance with Section 27(2) (d) of the *University Act*, Senate was consulted and asked to provide feedback to the Board of Governors regarding the proposed license agreement. General Counsel provided an overview of the proposed license agreement and answered Senate’s questions. Senate confirmed that they did not have any feedback for the Board of Governors with respect to the proposed transaction.

- Key Messages**
1. The License Agreement will supersede and replace the Original License and has a term of 2 years commencing the 1<sup>st</sup> day of June, 2018 and terminating on the 31<sup>st</sup> day of May, 2020. The license fee is \$1.00 per year.
  2. The License Agreement allows residents of Delta access to the Paterson Park lands for walking and cycling purposes and also allows Delta to maintain the lands and to maintain the sign which is located on the lands.
  3. The License Agreement can be terminated by either party upon thirty days written notice.
  4. The License Agreement was approved by the City of Delta at its May 14, 2018 Council Meeting.

**Implications / Risks:** N/A

**Attachments:** License Agreement between The Corporation of Delta and KPU dated for reference as of the 1<sup>st</sup> day of June 2018.





**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#12**  
**May 23, 2018**  
**Marlyn Graziano**

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**Submitted by:** Marlyn Graziano / VP, External Affairs

**Date submitted:** May 16, 2018

## LICENCE AGREEMENT

THIS AGREEMENT is made with effect as of the 1<sup>st</sup> day of June, 2018 (the “**Effective Date**”).

BETWEEN:

**KWANTLEN POLYTECHNIC UNIVERSITY**, a special purpose teaching university pursuant to regulations prescribed under the *University Act* having an address at 12666 72 Avenue, Surrey, British Columbia V3W 2M8

(“**Kwantlen**”)

AND:

**CITY OF DELTA**, a municipal corporation under the *Community Charter* having an address at 4500 Clarence Taylor Crescent, Delta, British Columbia V4K 3E2

(“**Delta**”)

WHEREAS:

- A. Kwantlen is the registered owner of those lands and premises with a civic address of 5900 Ladner Trunk Road, in the municipality of Delta, in the Province of British Columbia, and legally described as:  
  
PID: 018-870-236  
Lot 2 Section 35 Township 5 New Westminster District Plan LMP17932  
  
(the “**Lands**”);
- B. Delta has installed and wishes to maintain a sign and wires, cables and other works or structures associated therewith (the “**Sign**”) for the posting of community events notices on a portion of the Lands, the location of which is shown boldly outlined in white on Schedule A hereto (the “**Sign Area**”);
- C. Delta wishes to utilize the remainder of the Lands for the purposes described herein, pending a disposition or other use of the Lands by Kwantlen;
- D. Pursuant to a licence agreement dated for reference May 1, 2016 (the “**Original Licence**”), Kwantlen granted Delta certain rights of occupation relating to the Lands for a term (the “**Original Term**”) commencing on May 1, 2016 and terminating on April 30, 2018. Delta has continued to occupy the Lands on an overhold basis, pursuant to Section 10 of the Original Licence, up to the Effective Date; and
- E. Kwantlen and Delta wish to enter into this Agreement which, effective as the Effective Date, will supersede and replace the Original Licence.

NOW THEREFORE THIS AGREEMENT WITNESSES that, in consideration of the mutual covenants contained in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by the parties hereto), Kwantlen and Delta hereby agree as follows.

## 1. Grant of Licence

Subject to the terms and conditions of this Agreement, Kwantlen hereby grants to Delta a non-exclusive licence of occupation (the "**Licence**") of the Lands for a term of two (2) years, commencing on the Effective Date and expiring on May 31, 2020 (the "**Term**"), unless earlier terminated in accordance with the terms of this Agreement.

## 2. Purpose

Kwantlen, subject to the terms and conditions contained in this Agreement, hereby grants to Delta the right to enter in, over and upon the Lands for the purpose of:

- (a) inspecting, installing, maintaining, constructing, altering, cleaning, repairing, removing, replacing and operating the Sign on the Sign Area and to keep the Sign Area in a good and safe condition;
- (b) allowing residents of Delta access to the Lands for walking and cycling purposes;
- (c) re-levelling, re-seeding, inspecting, cutting, trimming, removing, altering, maintaining and replacing any ground, grass, trees, shrubs or vegetation within or on the Lands;
- (d) making alterations to the Lands with prior written approval of Kwantlen; and
- (e) providing uninterrupted access by Delta, including its employees, agents and contractors, to enter upon the Lands at any time, with or without workers, vehicles and equipment, for the purposes set out above.

### 2A. Reservation – Access for Academic and Research Purposes and Signage

Notwithstanding the grant of the Licence, Kwantlen reserves for itself and its employees, agents, contractors and invitees, upon thirty (30) days' advance written notice to Delta, the right:

- (a) to access and make use of the Lands for academic and research purposes; and
- (b) to install signage in respect of the marketing and sale of the Lands,

in each case, provided that it complies with the terms of Section 5 herein.

## 3. Licence Fee

In consideration of the Licence granted herein, Delta shall pay to Kwantlen One Dollar (\$1.00) plus all applicable taxes per annum (the "**Licence Fee**") and such fee shall be paid to Kwantlen, in advance without deduction, on or before the first day of the Term and thereafter annually on the first day of the subsequent year of the Term.

## 4. Management of the Lands; Delta Covenants

4.1 Subject to the terms and conditions set forth in this Agreement, Delta hereby covenants:

- (a) to use and occupy the Lands only for the purposes provided in Section 2, and for no other purposes without the prior written approval of Kwantlen;
- (b) to be responsible for the maintenance of the Lands during the Term;
- (c) to be responsible for remedying any unsafe conditions on the Lands existing on the Lands as of the date hereof, and to remedy any unsafe conditions on the Lands that may be created or arise during the Term or that may have been created or arisen during the Original Term and any period of overholding thereafter;

- (d) to be responsible for all equipment used by Delta or any of its employees, agents and contractors on the Lands;
  - (e) to ensure that all alterations made to the Lands and the maintenance of the Sign are undertaken in accordance with sound engineering and construction practices in effect at the date of conduct of the works, and comply at all times with all applicable statutes, regulations and bylaws of any relevant municipal, provincial, federal or other governmental authority;
  - (f) to observe, abide by and comply with all laws, bylaws, orders, directions, ordinances and regulations of any competent governmental authority in any way affecting the Lands or the use or occupation thereof by Delta;
  - (g) to pay all utilities consumed, and any taxes or charges payable, arising from Delta's use of the Lands, including without limitation the Sign and Sign Area; to promptly pay all accounts, charges and expenses as they become due for any labour performed on or material supplied to the Lands; and to keep the Lands free of any claims of lien caused by or attributable at law to Delta and in the event of the filing of any such lien, to promptly at its own cost and expense cause the same to be discharged;
  - (h) on the expiry or earlier termination of the Licence, to peaceably quit, surrender and deliver to Kwantlen possession of the Lands, all in good and substantial order and in a clean and tidy condition, and to remove all rubbish and waste material from the Lands;
  - (i) not to use the Lands for any special events without the prior written approval of Kwantlen, for which purpose Kwantlen may require that a special events agreement be executed; and
  - (j) not to do on the Lands anything that may be or become a nuisance or which may be offensive or in contravention to municipal, provincial or federal laws.
- 4.2 During the Term, Delta will be the "prime contractor" with respect to the Lands as defined in the *Workers Compensation Act* (British Columbia) when Delta, or a contractor hired by Delta, is one of the employers on the workplace. Delta will indemnify Kwantlen for any costs, fines, expenses and penalties that Kwantlen is required to pay as a result of or arising from Delta's activities on the Lands which are in breach of the *Workers Compensation Act* (British Columbia) or any regulation, order or directive under that Act. Delta will, or will cause its contractors to, register for and maintain workers compensation coverage in accordance with the *Workers Compensation Act* (British Columbia) including, if applicable, Personal Optional coverage, during the Term and will provide proof of coverage to Kwantlen upon the request of Kwantlen from time to time.
- 4.3 Delta accepts the condition of the Lands, including, without limitation, its environmental condition, on an "as is, where is" basis, and in connection therewith, Delta understands that a portion of the Lands, including the groundwater therein, may be contaminated with elevated sodium, chloride and magnesium concentrations likely due to use of road salt on roads adjacent to the Lands and roads and/or paths located on the Lands; further, Delta acknowledges and agrees that Kwantlen has not and will not give any representations, warranties or covenants in respect of the Lands including, without limitation, its condition, fitness for use for the purposes of Delta, or its compliance with environmental laws or zoning bylaws.
- 4.4 Delta will not bring or create on, or allow to be brought onto or created on the Lands, any pollutants, contaminants, hydrocarbon contaminants, asbestos materials, hazardous, corrosive or toxic substances, hazardous waste, or waste of any kind or any other substance which is regulated, prohibited or controlled under any statute, law, regulation, bylaw, permit or other lawful requirement, relating to in any way the environment, health or occupational health and safety. Notwithstanding any law to the contrary, the ownership and responsibility for any such substances and wastes brought onto or created on the Lands by Delta or any person for whom it is responsible in law will remain with Delta, and not Kwantlen.

## 5. Kwantlen Covenants

Subject to the terms and conditions set forth in this Agreement, Kwantlen hereby covenants:

- (a) not to do or knowingly permit to be done anything that may, in the opinion of Delta, interfere with or damage the Sign;
- (b) not to do or knowingly permit to be done any act or thing that will interfere with the purposes of the Licence granted herein without the written consent of Delta;
- (c) not to store or use any hazardous materials on the Lands or burn or permit the burning of anything on the Lands other than in accordance with applicable laws;
- (d) not to erect, place or maintain on the Lands any building, structure, foundation, fence, concrete walkway, concrete wall, rock wall, retaining wall, excavation, well, culvert, open drain or ditch, pond, pile of material, obstruction, equipment or thing, or to plant any vegetation, which, in the opinion of Delta, may:
  - (i) interfere with or endanger the Sign or the inspecting, installing, maintaining, constructing, altering, cleaning, repairing, removing, replacing or operating of the Sign;
  - (ii) obstruct access by Delta, its employees, agents and contractors to the Lands; or
  - (iii) create any hazard by its erection, placement or maintenance on the Lands.

(For certainty, the prohibition contained in this subsection (d) does not and shall not apply to any building, structure, foundation, fence, concrete walkway, concrete wall, rock wall, retaining wall, excavation, well, culvert, open drain or ditch, pond, pile of material, obstruction, equipment or thing, or plant or vegetation which exists on the Lands as of the date of this Agreement.)

## 6. Separate Property – the Sign

Delta and Kwantlen agree that:

- (a) the Sign shall be and remain a chattel and shall remain the separate property of Delta;
- (b) the Sign shall be entirely at the risk of Delta in respect of breakdown, failure, disrepair, loss, damage, injury, destruction or accident from whatsoever cause arising; and
- (c) upon the expiry of the Term or earlier termination of the Licence, Delta shall promptly deconstruct and remove the Sign from the Sign Area in accordance with Section 12.

## 7. Indemnity

7.1 Delta hereby releases Kwantlen and each, any and all of its board members, officers, servants, agents and employees (collectively, the “**Kwantlen Group**”) from, and hereby covenants and agrees to indemnify and save harmless each member of the Kwantlen Group against, any and all manner of liability, actions, causes of action, prosecutions, claims, fines, demands, damages, losses (including, without limitation, economic loss, property damage, personal injury or death), costs or expenses of whatever kind, which the Kwantlen Group or any of them may sustain or be put to, in any manner based upon, arising out of or attributable to:

- (a) any act or omission of Delta or its officers, servants, agents, employees, contractors, invitees, guests or any member of the public (collectively, the “**Delta Group**”), on the Lands;

- (b) any failure on the part of the Delta Group or any of them to comply with the terms, conditions or provisos of this Agreement;
- (c) any unsafe condition on the Lands created by the Delta Group or any of them; or
- (d) any use of the Lands by the Delta Group or any of them during the Term, the Original Term and any period of overholding following the Original Term,

save and except to the extent that such loss, injury, damage or death is caused by the negligence or wilful act or omission of the Kwantlen Group or any of them.

7.2 The obligation of Delta to indemnify and save harmless each member of the Kwantlen Group under the provisions of Section 7.1 shall survive any expiration of the Term or cancellation or termination of the Licence or this Agreement.

## **8. Events of Default**

Kwantlen may forthwith terminate the Term, this Agreement and the Licence and take full possession of the Lands without further notice to Delta if:

- (a) any amount due from Delta to Kwantlen under this Agreement is in arrears and is not paid within twenty-one (21) days after written demand by Kwantlen;
- (b) Delta has breached any of its obligations under this Agreement, other than payment of any amounts due from Delta, and after twenty-one (21) days' notice in writing from Kwantlen Delta fails to remedy such breach or, in the case of a failure which cannot with due diligence be cured within such twenty-one (21) day period, if Delta shall not promptly proceed to cure the same and thereafter prosecute such curing with diligence, it being intended in connection with a failure not capable of being cured within such twenty-one (21) day period that the time within which Delta shall have to cure the same shall be extended for such period as may be reasonably necessary to cure the same with diligence;
- (c) a creditor of Delta executes or attaches this Agreement or the Sign and the same is not stayed within twenty-one (21) days;
- (d) Delta makes any assignment for the benefit of creditors, or becomes insolvent or bankrupt or ceases to function or if proceedings are commenced to wind up Delta;
- (e) a liquidator or a receiver or a trustee in bankruptcy is appointed for or in relation to Delta under the *Bankruptcy and Insolvency Act* or the *Companies' Creditors Arrangement Act* or any law of Canada or any province thereof relating to bankruptcy or insolvency if such appointment is not vacated or terminated within twenty-one (21) days or stayed on appeal; or
- (f) without Kwantlen's written approval, the Licence or this Agreement is assigned.

## **9. Termination**

Notwithstanding any other provision of this Agreement, either party may terminate this Agreement and the Licence without cause on thirty (30) days' written notice to the other party.

## **10. Overholding**

If Delta continues to exercise its rights under the Licence after the expiration of the Term without objection by Kwantlen and without a further written agreement, the Licence shall be deemed to be a licence terminable on thirty (30) days' notice. Such month-to-month licence shall be governed by the terms and conditions hereof except for the length of the Term described in Section 1 of this Agreement, and during the period of the month-to-month licence Delta shall be required to pay the Licence Fee to Kwantlen pursuant to the terms of this Agreement and all other payments for which Delta is liable hereunder.

## **11. Assignment or Change of Control**

During the Term Delta will not:

- (a) assign or sub-licence this Agreement or the Licence; or
- (b) allow any other person to manage the whole or any part of the Lands,

without first obtaining the written consent of Kwantlen, which may be withheld for any reason or may be granted subject to such conditions as Kwantlen considers appropriate.

## **12. Removal of the Sign**

- 12.1 On the expiry of the Term or cancellation or other termination of this Agreement Delta shall, at its sole expense, promptly remove the Sign and restore the Sign Area and any portion of the Lands proximate thereto and affected by the de-construction and removal, all to good and safe condition and to the satisfaction of Kwantlen, within ninety (90) days after the expiry of the Term or cancellation or other termination of this Agreement.
- 12.2 If ninety (90) days after the expiry of the Term or cancellation or other termination of this Agreement, the Sign remains on the Lands, the Sign shall, at the option of Kwantlen, be absolutely forfeited to and become the property of Kwantlen, or Kwantlen may remove it from the Lands and restore the Lands to its satisfaction, and, whether Kwantlen retains or removes the Sign, improvements, or other materials or things, Delta shall, on demand, compensate Kwantlen for all costs incurred by it in relation thereto.
- 12.3 To the extent necessary, the covenants in this Section 12 shall survive the expiry of the Term or cancellation or other termination of this Agreement.

## **13. Notice**

Any notice or payment required or permitted by this Agreement to be given shall be in writing and shall be deemed to have been duly given only if delivered by personal delivery, addressed as follows:

- (a) if to Kwantlen:

KWANTLEN POLYTECHNIC UNIVERSITY  
12666 72 Avenue  
Surrey, British Columbia V3W 2M8

Attention: General Counsel  
Phone Number: 604-599-2000

with a copy to the Executive Director, Facilities

and:

(b) if to Delta:

CITY OF DELTA  
4500 Clarence Taylor Crescent  
Delta, British Columbia V4K 3E2

Attention: Director of Parks, Recreation & Culture  
Phone Number: 604-952-3537

or to such other address as any party may from time to time advise the other party in writing. Any such notice shall be deemed to have been given and received when delivered.

#### **14. Miscellaneous**

- 14.1 Delta is not granted and does not hereby acquire exclusive possession of the Lands, nor does this Agreement grant Delta or any of its officers, servants, agents, employees, contractors, invitees or guests an interest in land in the Lands.
- 14.2 This Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein.
- 14.3 No term, condition, covenant or other proviso herein shall be considered to have been waived by any party unless such waiver is expressed in writing by that party and no such waiver shall be construed as or constitute a waiver of any further or other breach of the same or any other term, condition or proviso.
- 14.4 The terms and provisions of this Agreement shall extend to, be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.
- 14.5 Time is of the essence of this Agreement.
- 14.6 This Agreement, (including Schedule A), constitutes the entire agreement between the parties regarding the use of the Lands by Delta and shall not be modified or amended except by a written document executed and delivered by both parties hereto. Delta and Kwantlen hereby confirm and agree that:
  - (a) the Licence dated for reference October 1, 1998 in respect of the Sign has expired, is of no further force or effect, and is superseded and replaced with this Agreement; and
  - (b) as of the Effective Date, this Agreement will supersede and replace the Original Licence.
- 14.7 This Agreement may be executed in counterparts, which counterparts will together comprise one and the same instrument.



- 14.8 No term, condition, covenant or other proviso herein shall prejudice or affect the rights and powers of Delta in the exercise of its functions under any public or private statute, bylaw, order or regulation, all of which may be fully and effectively exercised in relation to the Lands, as if this Agreement had not been executed and delivered by Delta or Kwantlen.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

**KWANTLEN POLYTECHNIC UNIVERSITY**

**CITY OF DELTA**

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Jon Harding  
Vice President, Finance and Administration

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Lois E. Jackson  
Mayor

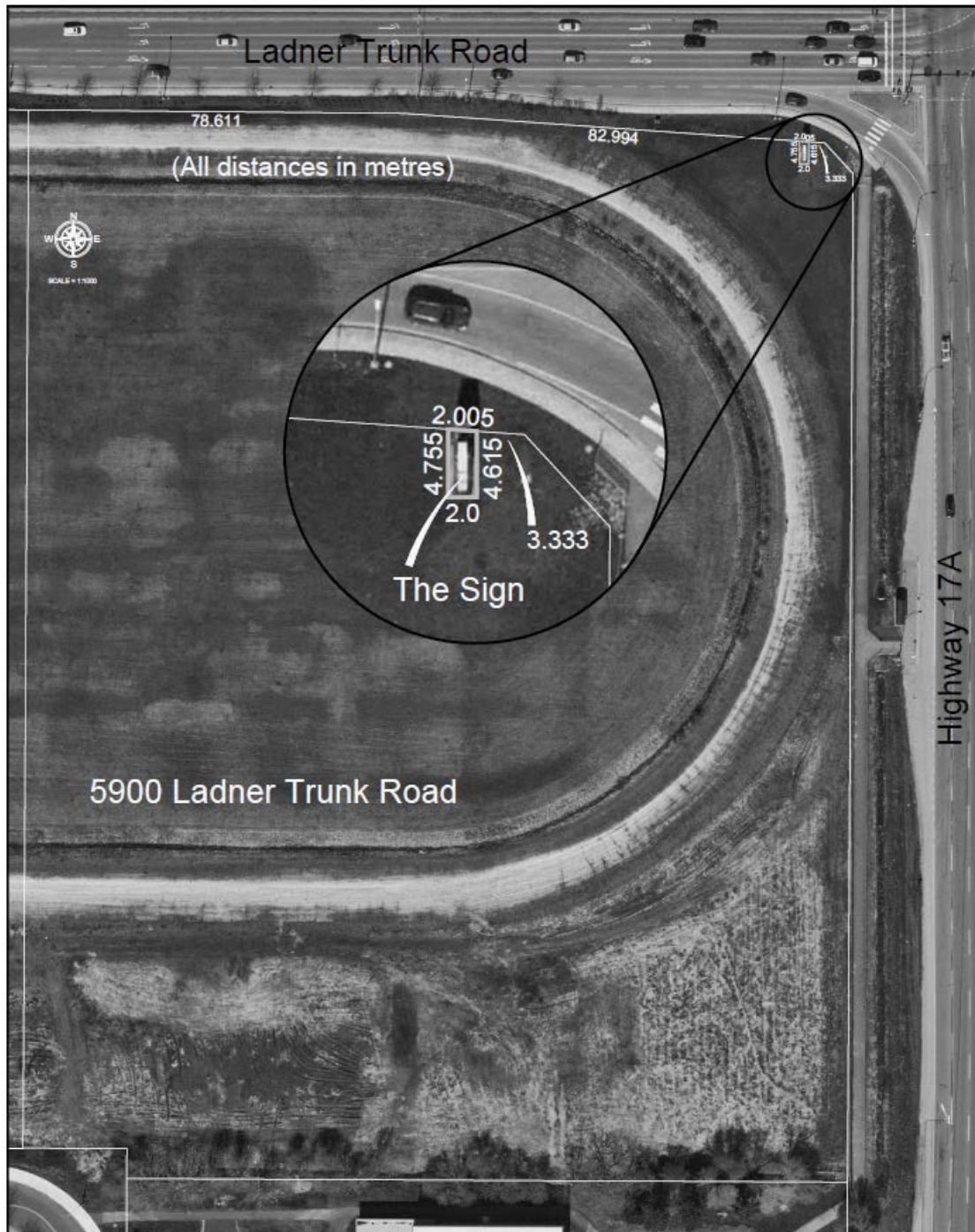
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Marlyn Graziano  
Vice President, External Affairs

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Robyn Anderson  
City Clerk

# SCHEDULE A





**Board of Governors**  
**Agenda Item:**  
**Meeting Date:**  
**Presenter(s):**

**Regular Meeting**  
**#14**  
**May 23, 2018**  
**Alan Davis**

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**Agenda Item:** Senate Reports: March 26, 2018 and April 30, 2018

<b>Action Requested:</b>	<input type="checkbox"/>	Motion to Approve
	<input type="checkbox"/>	Discussion
	<input checked="" type="checkbox"/>	Information
	<input type="checkbox"/>	Education

<b>Recommended Resolution:</b>	N/A
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<b>Board Committee Report:</b>	N/A
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**Key Messages:** The Vice Chair of Senate provides meeting notes for the Board of Governors detailing the items approved by Senate at each of its meetings for information.  
*[maximum of three]*

**Attachments** Notes from the Senate Meetings held March 26, 2018 and April 30, 2018.

**Submitted by:** Alan Davis / President & Vice Chancellor

**Date submitted:** May 1, 2018

### **Notes from the Senate Meeting of 26 March, 2018**

The meeting of 26 March, 2018, was brief but productive. The Provost, broadcasting from Switzerland, updated the Senate on the development of the 2023 Academic Plan, which was well received. The Senate was informed that it can expect a draft of the plan in April.

Revisions were made to the Post-Baccalaureate Diploma in Technical Apparel Design and the Legal Administrative Studies Certificate - and the innovative new courses for the Mechatronics program received their final approval. All of the curricular pieces are now in place for KPU's newest area of study. The Senate Governance Committee brought forward updates to the minimum qualifications table for Librarians, as well as the mandate of SSC Curriculum.

Appointments were made to a number of Senate committees including, most notably, a group of appointments for the new committees on Teaching and Research. These additions permit the committees to hold their first meetings, which are expected in the coming weeks.

The Senate also appointed a number of persons to search advisory committees for the reappointment of associate Deans in the Faculty of Arts and the Faculty of Academic and Career Advancement. A replacement member was also appointed to the search for an Associate Vice-President, Research.

The Registrar notified the Senate of the changes to the Academic Year Schedule required to accommodate Family Day, notified the Senate of a vacant Senate seat for the Faculty of Science and Horticulture, and announced next month's election for the Vice -Chair of the Senate.

Live long and prosper,  
Dr. David P. Burns, Vice-Chair, University Senate

### **Notes from the Senate Meeting of 30 April, 2018**

The Senate meeting of 30 April, 2018, began with updates on Vision 2023 and the 2023 Academic Plan. Both documents are expected to come to the May Senate meeting for approval. While most of the items on the agenda were fairly predictable - such as the approval of graduates - the Senate also discussed the need to have a broader conversation on faculty qualifications. The Senate Governance Committee was tasked with beginning this conversation, with particular attention to the balance between educational preparation and teaching experience.

Also significant was the proposal, brought by Dr. Cardwell (AVP, Academic), for an Office of Graduates Studies. Dr. Cardwell, and the Graduate Studies Steering Committee, was commended on the thorough nature of the report and recommendations.

The Vice-Chair was re-elected by acclamation to serve another year, and it was reported that Senator Chris Traynor will be the Chair of SSC Program Review in the coming year.

The highlight of the evening was, as expected, Joe Sass' discussion of "Public Sector Accounting Board Requirements: Financial Statements."

Happy KPU day,  
David P. Burns, Vice-Chair, University Senate